

What Plans Do I need for a Renovation, Remodel or Finish Permit?

This information is intended to give you a general summary about the plans required for most building permits for work on residential projects.

Your individual project may require more or less detail than described here.



PLAN PREPERATION:

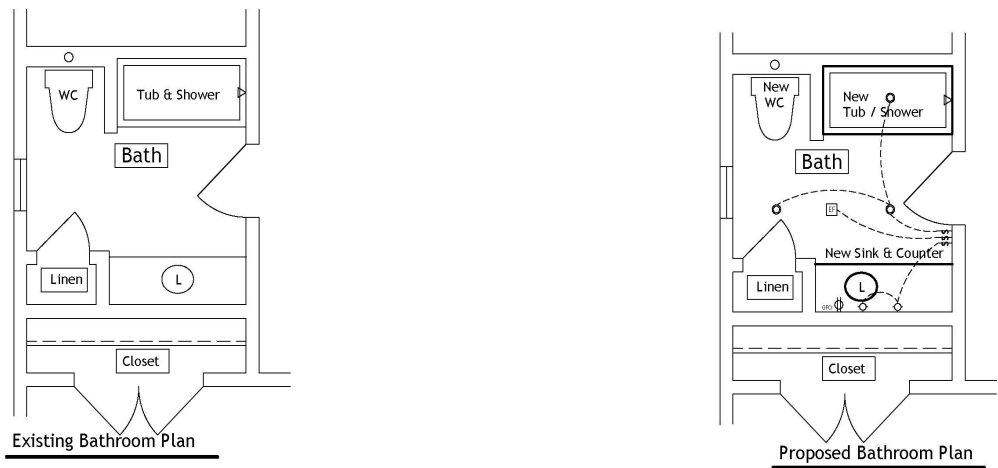
- Residential plans may be drawn by anyone with enough skill to draw straight lines, to measure accurately and to put those measurements down on paper and all plans must be to scale.
- Typical plans include:
 - Site plan
 - Floor plans
 - Elevation views
 - Cross section and detail drawings
 - **PHOTOS ARE NOT ALLOWED**
- Your plans must clearly show all the work you intend to do on the building as well as the existing conditions. Existing conditions and new construction must be clearly delineated. Plans must also show where the building sits on your property in relationship to property lines and other buildings on the site, or a site plan/ plot plan be provided.
- The plans must be on normal paper sizes.
 - Drawings may contain color.
 - Permanent black ink must be used.
 - Please do not copy a tracing paper original.
 - Line quality and contrast must be clear and legible.
 - Dimensions and notes must be must clear and legible.
- All plans must be drawn to scale.
 - 1/4 inch = 1 foot is the most common scale used for residential floor plans and section views.
 - The scale used must be clearly shown and the site plan must show the entire lot or greater portion of the lot where building is occurring. .
 - Building elevations must be to scale and show the slope of the ground adjacent to the building.

Floor Plan Drawings:

A floor plan, also known as a plan view, is what you would see if you were to look straight down at the proposed finished floor or basement with the roof or floors above removed. You will need to provide a roof plan and one floor plan for each level of the building on which work is being done, that clearly shows existing and proposed work.

- If you are constructing an addition, you will also need to include a **foundation plan**. This plan should show the layout, dimensions and details of continuous concrete slabs, footings, reinforcing steel, and the strength of the concrete to be used. The location of the crawl space access and the foundation vents must also be shown.
- A floor plan for each level of the building being constructed or remodeled must show the location of all full and partial height walls, the size and proposed use of all rooms affected by the work which must be labeled.

Bath Remodeling Permit Example Drawing



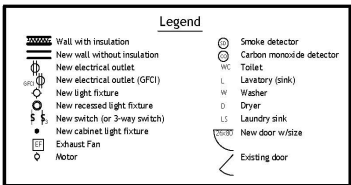
Bath Remodeling @ 1234 Main Street

Notes for bath remodeling permits:

- 1. Smoke & carbon monoxide (CO) detectors required thruout residence (battery operated acceptable where no work occurs). Smoke detectors are required in every bedroom, outside every bedroom, on each level, and at each heating unit. CO detectors are required on each level & outside all bedrooms.
- 2. GFCIs outlets required within 3' of each sink.
- 3. If wall surfaces are removed, insulation must fill the cavity & 1/2" (min.) drywall req'd. (cement board is tub/shower locations).
- 4. If there is an existing fire protection sprinkler system and there is any modification of that system, a separate permit application must be submitted to the Fire Department for review/issuance.

For a bath remodeling permit, drawings should indicate:

- Property address on every sheet
- Existing bathroom plan
- Proposed bathroom plan
- Space Names
- Insulation locations & R-values if existing wall surfaces removed
- Proposed electrical lights/outlets/switches/etc.
- Proposed plumbing fixture locations



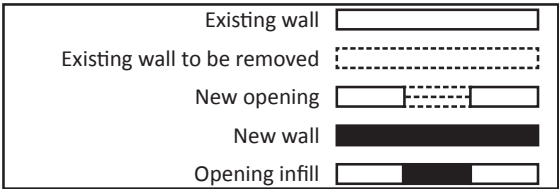
For an alteration permit, drawings should indicate/include:

- Design professionals (architects or structural engineer's) seal/signature/date
- Property address on every sheet
- Existing bathroom plan
- Proposed bathroom plan
- Space Names
- Proposed structural changes & construction information
- Insulation locations & R-values if/where existing wall surfaces removed
- Proposed electrical lights/outlets/switches/etc.
- Proposed plumbing fixture locations
- Light & ventilation if windows/doors are removed
- U-factor for any new window or door (to meet 2009 IECC)
- If there is an existing fire protection sprinkler system and there is any modification of that system required, a separate permit application must be submitted to the Fire Department for review/issuance.

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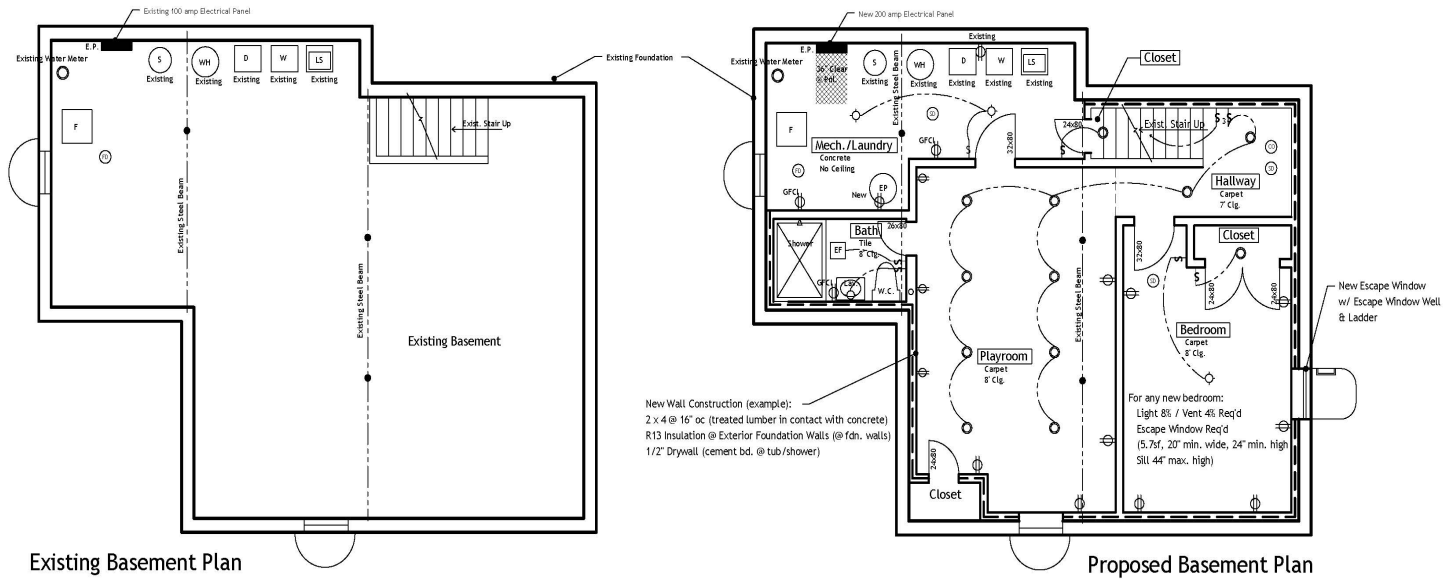


Sample Remodel Floor Plan



- The location, size and type of each window must be shown on the floor plan. Be advised that any window required to be egress shall have a net clear opening of 5.7 sq. ft.
- The location of bearing walls, headers, beams, and other structural members supporting loads from above must also be shown on the floor plans or shown on separate framing plans included in the plans. Engineered lumber and truss specifications shall be provided by the manufacturer/supplier. Floor plans must show all steps and stairs.

Basement Finishing Permit Example Drawing



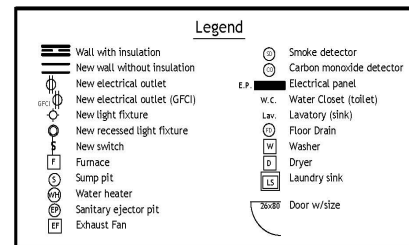
Basement Finishing @ 1234 Main Street

Notes for basement finishing permits:

1. Smoke & carbon monoxide (CO) detectors required thruout residence (battery operated acceptable where no work occurs). Smoke detectors are required in every bedroom, outside every bedroom, on each level, and at each heating unit. CO detectors are required on each level & outside all bedrooms.
2. GFCI's required at water locations and unfinished concrete floor areas.
3. Stair/handrail/guardrail required to meet code if altered.
4. Lights required in closets greater than 6sf in area.
5. Closets under stair must be drywalled (1/2" min.).
6. Exhaust fans required in baths without operable windows.
7. Any new bedrooms are required to have an escape window (see drawing above).
8. If there is an existing fire protection sprinkler system, a separate fire protection permit application must be submitted to the Fire Department for review/issuance.

For a basement finishing permit, drawings should indicate:

Property address on every sheet
Existing basement plan
Proposed basement plan with new walls
Space Names
Floor finishes
Ceiling heights
Insulation locations & R-values
Proposed electrical lights/outlets/etc.
Proposed electrical service size (for any upgrade in service size)
Proposed plumbing fixture locations (for any new baths)



T:\WEB PAGE FORMS & DOCUMENTS\Reference Materials\Basement Dwg Example 11x17.pdf

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Planning to Make Changes After the Permit is issued?

After you begin work, you may decide to make changes to the initially approved plans. To revise your plans after they have been approved, you will need to show the changes on an additional set of plans and submit a ****Revision**** by using the Online permitting process for plan review. Please do not mark up the approved set!