

# Permit Procedure for New Single Family Residential Dwelling Projects

**I.** The following information, where applicable, is required to be submitted when applying for a Building Permit for a New Home:

- The permit application filled out in its entirety
- Certificate of Insurance, Workers Comp. or Affidavit of exemption
- A certified copy of the property survey
- Construction Drawings** (clear, understandable, easy to read) to include:
  - Footing Details (size, shape, depth, etc.)
  - Foundation Details
  - Framing Details (beams, walls, joists, roof)
  - Details on Insulations and / or REScheck
  - Mechanical Specifications
    - Size & Efficiency of Mechanical Units
    - Location of Furnace & A/C Units
    - Size & Location of Venting
    - U-Factor on all Glazing
  - Radon Control
  - All Necessary Dimensions
  - Plan View, Cross Section, Elevations, Mechanical Plan, Etc.
- Engineer approved drawings and / or specifications on any steel/engineered beams, girders, trusses, retaining walls higher than 48” or any alternate methods of construction.
- Approved storm water management plan, if required

**Ia.** A permit cannot be issued without 1<sup>st</sup> receiving storm water management approval

**II.** The permit holder is required to schedule the following inspections, where applicable:

- FOOTINGS –Prior to Concrete
- FOUNDATION WALLS -Prior to Framing & Backfill
- FRENCH DRAIN / RAIN CONDUCTOR -Prior to Backfill
- SEWER TAP -Prior to Backfill
- FRAMING & MECHANICAL –Prior to Insulation & Drywall
- INSULATION -Prior to Drywall Hanging
- DRYWALL -Prior to Tape & Finish
- FINAL -Upon Completion of all Permitted Construction & Final Plumbing & Electrical

**IIa.** All inspection requests shall be made 24 hrs. prior to the required inspection by calling the Department of Building Inspections between the hours of 8:30am – 5:00pm.