

# **Permit Procedure for Porch Roof & Pergola Projects**

**I.** The following information, where applicable, is required to be submitted when applying for a Building Permit for a Porch Roof or Pergola:

- 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:
  - Detailed Cross Section
  - Footing Details (Size, Shape, Depth, Etc.)
  - Size, Span, Type and Method of Attachment of all Supporting Columns
  - Size, Span and Method of Attachment of all Beams / Headers
  - Size, Spacing & Span of all Ceiling Joists, Roof Rafters & Ridge Beams
  - Specifications of Roof Sheathing & Coverings
  - Slope of Roof
  - All Necessary Dimensions
- Engineer approved drawings and / or specifications on any ridge beams, girders, trusses or alternate methods of construction.
- Storm water management plan if required the Authority having jurisdiction

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

- FOOTINGS -Before Concrete is Poured
- FRAMING -Before any Finishes are Applied
- FINAL -Upon Completion of all Permitted Construction

**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 8:00am – 4:30pm.