

Permit Procedure for Addition & Alteration Projects

I. The following information, where applicable, is required to be submitted when applying for a Building Permit for an Addition and/or Alteration. Please NOTE: picture files are NOT accepted.

- The permit application filled out in its entirety
- Certificate of Insurance, Workers Comp. or Affidavit of exemption
- A certified copy of the property survey (Additions)
- Construction Drawings** (clear, understandable, easy to read) to include:
 - Footing Details (Size, Shape, Depth, Etc.)
 - Foundation Details (Type, Insulation, Sealant, Drainage, Etc.)
 - 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
 - All Necessary Dimensions
 - Plan View, Cross Section and Elevations
- Engineer approved drawings and / or specifications on any steel/engineered beams, girders, trusses, retaining walls higher than 48" or any alternate methods of construction.
- Storm water management approval, if required.

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

III. All construction, grading and storm water management shall comply with local ordinance as-well-as all other applicable codes, laws and regulations.