

Additions and New Construction Checklist

FROM THE BUILDING DEPARTMENT:

- A Construction Application Jacket
- Building Sub-Code Application form
- Electric, Plumbing, and Fire Sub-Code Application Forms
- Zoning Permit Application
- Drainage and Grading diagram/plan for Engineering

The Applicant must Provide:

- Completed construction application jacket and all necessary sub-code forms.
- An up to date copy of the property survey (with tittle block) showing the proposed project.
- Two sets of complete construction drawings, floor plans, elevations, and sections showing the following information:

Indicate footing size, depth and location on foundation floor plan	Indicate ceiling joist size spacing and direction on the floor plan
Indicate interior and/or footing drains and sump pit.	Indicate roof rafter size spacing and direction on the floor plan
Indicate all floor joist size, spacing and direction on the floor plan	Specify wall and roof sheathing material and thickness
Indicate any beams or girders supporting the floor joists. Provide manufacturer name and size of girders	Specify roofing and siding materials proposed
Indicate subfloor and finish floor material and thickness	Specify floor, wall, roof insulation material(s) and thickness proposed
Indicate typical wall studs size and spacing	Specify interior finish materials and thickness proposed
Supply a RES-Check or prescriptive package for design of the dwelling	

<p>Indicate all egress window locations on the floor plan. Provide manufacturer model number and sizes for same</p>	<p>Indicate all plumbing fixtures Indicate all structural girders and header sizes and spans on on the floor plan</p>
<p>Provide location(s) of hardwired smoke detectors and carbon monoxide detectors on proposed on the floor plan. Note: if the addition exceeds 5% of the existing floor area footprint of the home, these are required to be installed</p>	
<p>Label the purpose of each room on the plan; such as family room, bedroom, or dining room</p>	<p>If your project includes work in your kitchen, provide spec sheet for your proposed stove and hood. Include information on CFM's of hood and statement regarding make-up air</p>
<p>Mechanical plans: equipment, distribution location, size and flow ventilation, type of heating system, type of venting system, energy efficiency of units</p>	<p>Electrical plans: lighting, receptacles, motors, equipment, service entry location, size of service, location of smoke detectors, electrical loads must be shown</p>
<p>Plumbing diagram: fixtures, riser and pipe sizes diagrams, ventilation, gas pipe size and location diagrams</p>	<p>Indicate the kitchen cabinet layout</p>