DATA REQUIRED FOR BUILDING PERMIT PROCESSING

For All New Construction:

A. Completed building permit application.

B. Two (2) complete sets of construction drawings, drawn to scale and sealed by the appropriate design professional. At a minimum the plans shall include:

- Cover sheet should indicate proposed Use Group Classification, Height & Area Calculations, Type of Construction, Loads (design, occupancy, etc.)
- Architectural plans and sections
- Structural plans and sections
- Reflected ceiling plans
- Plumbing riser diagrams & layout with fixture unit count
- Fire Protection Drawings (if applicable)
- HVAC layout

For New Subdivision requiring address assignment you will also need:

C. Twelve (12) complete sets of sealed site plans which must include the following:

- Number of parking spaces & dimensions, including handicapped spots
- Total area of lot
- Total area of building
- Percent of lot coverage by building
- Setbacks: front, rear and side
- Sidewalks – proposed or existing
- Water and Sewer Laterals
- Location and dimensions of all fire lanes and fire department access points

*FOR RESIDENTIAL CONSTRUCTION ONE (1) SEALED “AS-BUILT” DRAWING WILL BE REQUIRED AFTER FOUNDATIONS ARE POURED AND BEFORE FRAMING CAN BEGIN.

For alterations and/or additions to existing structures:
D. Two (2) sets of sealed floor plans as required which shall include at a minimum:

- Existing use group and type of construction, if known
- Scope of work in relation to the rest of the floor/building
- Existing conditions/construction to be removed/demolished
- Proposed new construction with partition type(s)
- Use, area, and ceiling height of each space
- Size and location of all door and window openings
- Seven (7) site plans showing setbacks and percentage of lot coverage existing & proposed
- Elements & Path of means of egress

**Additional Information That May Be Needed:**

- Flood Plain Data (if applicable)
- State Highway Permit Status (if applicable)
- Landscape Screening
- Topographical Data
- Storm Drainage with Hydrological Data
- Parking Lot Entrance and Exits
- Total Area of Open Space
- Special Inspection Forms per Section 1704 IBC

- All Commercial plans need to be sealed
- Residential plans do not need to be sealed unless determined by the Code Enforcement Officer.
- Requirements for sealed drawings may be waived by the Code Enforcement Division Officer.