What You Will Need to Apply for a Building Permit
Completed building permit application. (attached)
Two complete sets of drawings. See Below.

Plan Requirements
Drawings shall be in ¼” scale minimum.
Drawings shall include a site plan, floor plan, section, and one exterior elevation.

Site Plan
Include property lines.
Directional arrow to North.
Location of existing structures.
Distance to property lines and existing structures.
Any utilities in close proximity to the proposed building.

Floor Plan
Dimension lines showing the size of the building.
Include rooms or spaces within the floor plan of the building.
Window and door locations and sizes.
Column sizes and locations.

Section Drawing
Show all construction materials in this view. (See sheet 2 of example drawings)
Include:
Size, grade, and type of all materials.
Spacing of framing members.
Depth of columns.
Size and type of all fasteners, bolts, and hangers.
Insulation values (if applicable).

See page 2 for additional information
General Information

Design Professional Exemptions:

The total building area is limited to 1000 sq. ft.

Eave height is limited to 10' above finish grade.

Pole (bent) spacing is limited to 10' o.c.

R317.3 Fasteners and connectors in contact with preservative-treated and fire-retardant-treated wood.

Fasteners, including nuts and washers, and connectors in contact with preservative-treated wood and fire-retardant-treated wood shall be in accordance with this section. The coating weights for zinc-coated fasteners shall be in accordance with ASTM A 153.

Fasteners, including nuts and washers, for preservative-treated wood shall be of hot-dipped, zinc-coated galvanized steel, stainless steel, silicon bronze or copper. Coating types and weights for connectors in contact with preservative-treated wood shall be in accordance with the connector manufacturer’s recommendations. In the absence of manufacturer’s recommendations, a minimum of ASTM A 653 type G185 zinc-coated galvanized steel, or equivalent, shall be used.

Exceptions:

1. One-half-inch-diameter (12.7 mm) or greater steel bolts.
2. Fasteners other than nails and timber rivets shall be permitted to be of mechanically deposited zinc-coated steel with coating weights in accordance with ASTM B 695, Class 55 minimum.
3. Plain carbon steel fasteners in SBX/DOT and zinc borate preservative-treated wood in an interior, dry environment shall be permitted.

Attached drawings are examples only.
#2 & Better 2 x 6 Purlins @ 19.2" o.c. max. or 2 x 8 @ 24" o.c. Purlins shall bear on approved hangers or ledger w/1 1/2" bearing.

1/2" M.B. Washers Both Sides

#2 or Better 2 x 6 Girts @ 24" o.c. Max.

29 ga. Metal Min.

Perimeter Board 2 x 6 P.T. Min. (see attached "General Information" for fasteners)

24" Max.

29 ga. Metal Min.

3'-6" Min.

Concrete or Compacted Native Fill

18" Min.

6" Concrete Punch Pad

18" Corbel Block w/ 8 - 16d Nails (see attached "General information" for fasteners)

#2 & Better 2 x 6 Purlins @ 19.2" o.c. max. or 2 x 8 @ 24" o.c.

1/2" M.B. Washers Both Sides

18" Corbel Block w/ 8 - 16d Nails (see attached "General Information" for fasteners)

Section View

End View
**RESIDENTIAL / UTILITY**

### PROJECT INFORMATION

<table>
<thead>
<tr>
<th>Job Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Legal Descr.</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Owner:</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Address:</strong></td>
<td><strong>Email:</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contractor:</th>
<th>Phone</th>
<th><strong>Reg. No.:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Address:</strong></td>
<td><strong>Email:</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Architect:</th>
<th><strong>Phone:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Address:</strong></td>
<td><strong>Email:</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Engineer:</th>
<th><strong>Phone:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Address:</strong></td>
<td><strong>Email:</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Class of Work:</th>
<th><strong>NEW</strong></th>
<th><strong>ADDITION</strong></th>
<th><strong>ALTERATION</strong></th>
<th><strong>REPAIR</strong></th>
<th><strong>MISC.:</strong></th>
</tr>
</thead>
</table>

|-------------------------|--------------------|---------|-------------------|-----------------|--------------------|

| Scope of Work: (If other than above) |

### Valuation of Work: $ 

**Plan Review**

**Application Accepted By,**

**Adjustments:**

**Total Permit $**

**Complies W/Rescheck**

- **Yes**
- **No**

<table>
<thead>
<tr>
<th>Building Height</th>
<th>Number of Stories</th>
<th>Actual Sq. Ft. Of Garage</th>
</tr>
</thead>
</table>

**Zone Designation**

**Floodplain Requirements:**

- **Yes**
- **No**

**Department**

<table>
<thead>
<tr>
<th><strong>Planning &amp; Zoning</strong></th>
<th><strong>Signature</strong></th>
<th><strong>Date</strong></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>Fire</strong></th>
</tr>
</thead>
</table>

**Building**

**Initials:**

**Signature of Contractor or Authorized Representative** (Date)

**Signature of Owner (If Owner Builder)** (Date)