HOME IMPROVEMENT GUIDE

Before construction a family room, kitchen addition, bedroom addition or any other addition, permits must first be obtained from the Building Department.

The property owner should have a good prospective as to how large the addition will be, the method of construction and assembly, the types of exterior finish and siding, the types of windows and doors and general idea for the location of closets and other interior partitions.

At the time of applying for a permit, a Building Department official will require four drawings (two copies of each) which may be professionally drawn or drawn by the homeowner. The drawings will aid the property owner during the different stages of construction and are also reviewed by the Building Department for code compliance and minimum safe construction methods.

DRAWINGS TO BE SUBMITTED:

SITE PLAN OR PLOT PLAN:

This diagram will indicate the size of the existing lot (length and width) and will specify the size of the existing house and the size of the proposed addition. Any other structures on the lot should also be indicated on the site plan. Scale for plot plans are to be 1" = 20'.

ELEVATION DRAWINGS:

Elevation drawings are illustrations of the rear and sides of the proposed room addition. They will indicate the sizes and location of windows and doors and specify the types of siding (aluminum or wood), the roofing material and any other special trim.

DETAILS:

Detailed drawings will show the exact method of construction. They will show depths of footers, size and types of foundations, size of floor and ceiling joists and their spacing, type of wall construction, pitch of roof and sizes of roof rafters.

They will detail thickness of sub and finish floors, thickness of walls and ceilings and specify finished ceiling heights.

FLOOR PLANS:
Floor plans will indicate interior arrangements of partitions and specify measurements from wall to wall. These plans will locate doors, cabinets, electrical outlets and switches, plumbing and heating equipment. Floor plans also reveal any interior

modifications on the existing portion of the house which may need altering to gain entrance into this proposed addition.

All of the above drawings shall be drawn to scale. 1/4" = 1' is suggested. Other information submitted with the drawings specifying special products and assemblies are call "specifications".

PERMITS TO BE OBTAINED:

Building: For foundations, footings, rough shell, insulation, cabinets, soffits, exterior and interior finishes.
Electrical: For new receptacles, switches, and electrical appliances and exhaust fans.
Plumbing: For sinks, water closets, lavatories, tubs, showers, dishwashers, gas piping and sewers.
Heating: For wall heaters or other heating equipment and air conditioning equipment.

INSPECTIONS:

(a) Footers
(b) Installation of footing drains, building drains and building sewers.
(c) Completion of foundation and waterproofing.
(d) Gravel inspection over drain tile.
(e) During the framing of the superstructure.
(f) The completion of roughing in the plumbing, electrical wiring, gas piping, heating ducts or piping, or other similar service installations.
(g) Before closing in all structural elements.
(h) Upon the final completion of the structure.

TYPICAL ROOM ADDITION FOUNDATIONS:

Most room additions will be constructed over a crawl space rather than excavating a complete cellar or basement. Foundation walls shall be a minimum 8 inch masonry units or 4 inch brick veneer with a 4 inch masonry "back up" block. Footers supporting these walls are dug a minimum of 38 inches below grade. The width of these footings shall be 16 inches wide unless the foundations is trenched, in which case the width of the footing shall be not less than 12 inches wide. Crawl spaces are a minimum height of 18 inches and 30 inches when access for maintenance is required. All ground surfaces in the crawl space area all be covered with plastic and at least 2 inches of concrete to serve as a vapor barrier and prevent dampness from rising.

For further information regarding drawings or construction methods, contact the Building Department. For your convenience, the following are sample drawings that are acceptable to the Building Department for plan review.

CONSTRUCTION DRAWINGS

Room additions, porch additions, sun rooms and new house construction. The elevation plans submitted for your home improvement project must show the following:

1. Both front and side views of proposed addition with existing structure included showing structure as completed.

2. Placement, size and style of all existing and proposed doors, windows and vents.

3. Style, size and type of all exterior coverings including siding and roofing.

4. Height and width dimensions of all existing and proposed structures involved, including:

   (a) height of foundation above grade.
   (b) height and width of each story.
   (c) height from roof line to roof peak.
   (d) roof pitch and overhang projections.

5. Placement, sizes and material of existing and proposed storm sewers, gutters and downspouts.

6. Elevation plans must be drawn to a scale of 1/4" = 1'.

7. Two copies of all plans must be submitted for review by the Building Department.

CONSTRUCTION DRAWINGS

FIRST FLOOR PLAN

The floor plan submitted for your home improvement project must show the following:

1. Location and size of all existing and walls.

2. Location and size of all existing and proposed doors, including the direction of the swing, and windows.

3. Location, size and span of all floor joists.

4. Finished measurements for all rooms, halls, closets and means of egress.

5. Placement of all plumbing fixtures including direction and size of all waste pipes, vents, supply lines and trap sizes.

6. Placement of all electrical fixtures, outlets, switches and built-in appliances if applicable.

7. Any additions to or alterations of the existing heating supply including electric baseboard heat.

8. Intended use of each room being added

9. All floor plans must be drawn to a scale

10. Two copies of all plans must be submitted for review by the Building Department.

1/2009