

## **Addition Permit Submittal Requirements**

One (1) completed building permit application form including mechanical and plumbing if applicable.
Electrical permit to be filled out and submitted to the Department of Labor and Industry.
Two (2) sets of the proposed building plans showing design, materials, and scale.
Two (2) copies of a Certificate of Survey indicating the location of the addition.
<b>Or</b> Two (2) copies of a site plan, allowing the proposed structure meets all the required setbacks by a least 2 times. Site Plan must be drawn to scale and indicate the lot dimensions, the location and ground coverage area of existing structures and the location and area of the proposed structure as well as the setbacks from all property lines.
Building Plans must show the following:
Overhead, Floorplan, Elevation, and Cross-section including size of addition and scale
Foundation and footings (Size, Depth, Reinforcement, Anchor Bolts, Etc.)

## Certificate of Survey/ Site Plan must show:

Finish Materials (Roofing, Cladding/Siding, etc.)

Size and location of all existing structures, septic sites, wells, etc.

Size and location of proposed addition

Distances to property lines (Setbacks) including: Sides, Rear, and Front

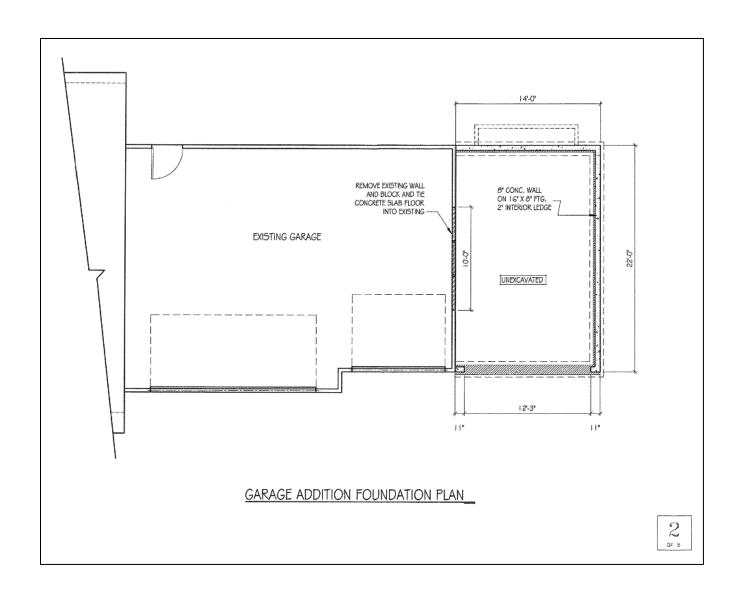
Provide Scale.

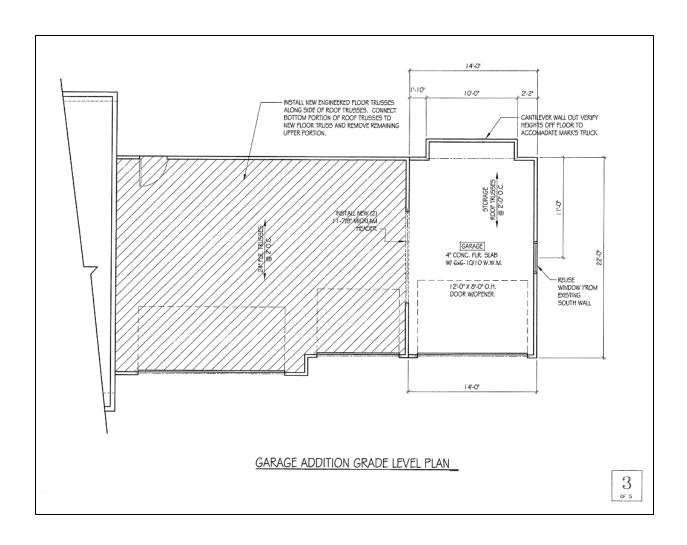
Framing: including walls, headers, trusses/rafters, etc. (Lumber Type, Size, Spacing, Specifications, Etc.)

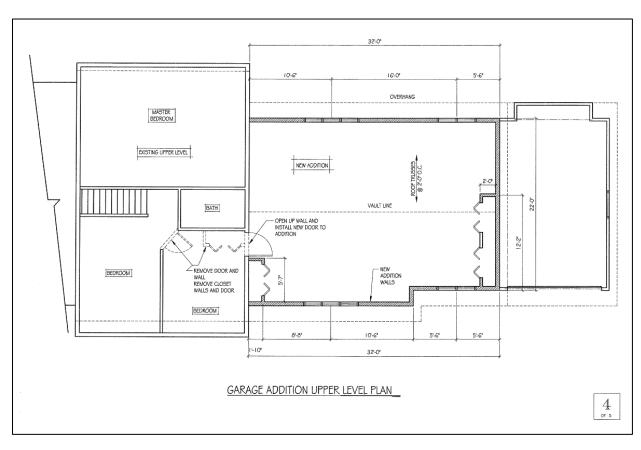
## **SEE ATTACHED PLAN EXAMPLES**

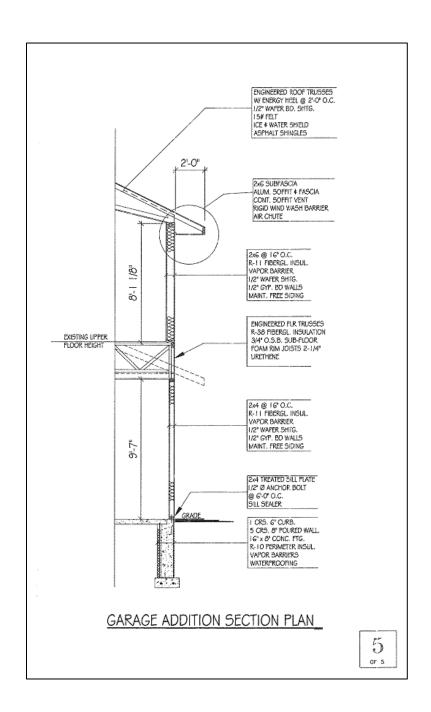
<sup>\*</sup>Requirements such as: minimum setbacks, architectural standards, etc. can be found in the City Zoning Ordinance.











## **Certificate of Survey**

