



Department of Building Inspections
INFORMATION BULLETIN 102

**Plan Submittal requirements for residential additions,
remodels and larger accessory structures**

This Information Bulletin lists the minimum submittal requirements for obtaining a building permit for residential additions, remodels or larger accessory structures such as garages and workshops. However, additional information may be required due to unusual circumstances. All work shall comply with the 2018 International Residential code and 2018 International Energy Code and 2020 National Electrical Code.

- A. **Building Permit Application Form** – one (1) copy of the completed building permit application form.
- B. **Plot Plan** – Two (2) copies of the plot plan drawn to scale showing the proposed structure relative to all property boundary lines, easements and existing buildings. The plot plan shall indicate the existing and proposed drainage flow using arrows. **For interior remodeling only, a plot plan is not required.**
- C. **Construction Plans** – One (1) set of construction plans (max size 11 x 17) dimensioned and drawn to scale, 1 CD or thumb drive (PDF complete file) which indicate the location nature and extent of **all** proposed work. The drawings must contain sufficient detail for the Plans Examiner to determine conformity with the provisions of all codes, ordinances, and regulations. Drawings shall be legible and contain the following minimum information:
 1. **Floor Plan** – the floor plan shall indicate all openings. Identify each room for its intended use (example: bedroom, living room, garage, dining, etc.) For interior remodeling and additions, show all rooms adjacent to the proposed remodeling or addition.
 2. **Foundation Plan**
 3. **Exterior Elevations** – At least 100% of the total front exterior constructed of brick, stone or other masonry material and 75% for the sides and rear to be of masonry material.
 4. **Framing Details** – of removal of any load supporting walls must be shown. Otherwise, the framing details shall show compliance with all applicable code requirements.
 5. **Miscellaneous information** – relocation of utilities (electrical, sewer, water, gas services) and mechanical equipment must be shown. Show existing and proposed locations.
 6. **Energy Code Compliance Report required**