

Permit Submittal Requirements

RESIDENTIAL: NEW, ADDITIONS, RENOVATIONS

- Drawing to scale. 1/8" to 1' or larger.
- Set of drawings with floor plans, identification of each room, window sizes, elevations, roof framing, cross sections and foundation plan. Plans must show lumber sizes. I-Joints plan required if used.
- Permit application.
- Septic tank or sewer impact fee approval from Jefferson County.
- Plot Plan or survey of property showing location.
- Energy Compliance.
- Engineered foundation system is required if building on a slope of 1/3 or more.
- Home builder licenses form for home owners permits.
- Copy of driver licenses, home builder's license and city licenses shall be attached to the submittals before submission to plan review.
- A digital copy of plans is required to be submitted on a CD.

BASEMENT FINISH

- Drawing to scale. 1/8" to 1' or larger.
- Identify of all rooms. Separation from garage. Documentation on HVAC systems. Documentation on size of electrical service.
- Note: A room with closet shall be viewed as a bedroom with all of the required codes that relate to a bedroom.

ATTIC FINISH

- Drawings to scale. 1/8" or larger.
- Identification of all rooms. Show existing rooms next to new area with sizes of windows.
- Provide documentation that the existing floor system is adequate.

SECOND FLOOR ADDITIONS TO RESIDENTIAL HOMES

The following are minimum submittal requirements for adding an additional floor. Additional floor includes new exterior walls, floor, and roof or the interior build out within the existing roof area.

- Provide a complete set of plans showing the load bearing elements.
- The existing footing must meet the width requirement in the Building Regulations.
- Raising the existing exterior wall height? If so, provide cross section detail on the wall.
- If the first floor exterior walls are removed than a new foundation will be required.
- Provide engineer evaluation of additional loads on existing elements. The engineer must show calculations of materials weight, dead load and live load.
- Provide Geotechnical evaluation of the soils on the existing footing.
- A digital copy of plans is required to be submitted on a CD.

RETAINING WALLS

- Survey of property showing location of wall.
- Engineer design is required on wall over 4' tall.

WINDOW REPLACEMENT

- Permit application.
- Must show compliance with energy code. Documentation from window manufacturer.
- Existing window locations and sizes.
- New window location and sizes.

DECKS

- Survey of property showing deck location.
- Building plan showing lumber sizes, lumber spans, anchor to house diagram, footing size plan, and railing plan.

FENCES

- Survey of property that shows location on fence.
- Drawing of the fence support post and appearance.