

**CUSTOMER ASSISTANCE GUIDE
BUILDING PERMIT APPLICATION SUBMITTAL REQUIREMENTS**

SINGLE FAMILY DWELLING
(OTHER THAN MANUFACTURED OR INDUSTRIALIZED HOUSING)

- Please read all of the following information.
- The following is a check list. You must have a “checkmark” in all the sections listed below prior to submitting your application.

___ “Affidavit of Exemption” (See attached form) If you are hiring a contractor to construct your dwelling, and they have workers’ compensation, have the contractor or their insurance carrier provide us with a “Certificate of Insurance” showing proof of such. If the homeowner or a contractor without workers’ compensations is constructing the dwelling, the attached form must be completed and notarized.

___ Sewer permit if applicable. ___ Septic permit if applicable.

___ A site plan showing the outside dimensions of the proposed dwelling, including distances in feet to the front, sides and rear property lines.

___ Three (3) sets of complete construction documents that show in detail code Compliance for all of the work proposed to include but not limited to the following Information;

- ___ Floor plan showing sizes of all rooms
- ___ Footing detail including depth below frost line, thickness, width and rebar
- ___ Type of foundation, showing type of masonry, waterproofing and anchorage of home to foundation.
- ___ Roof rafter size – species and grade of wood
- ___ Rafter spacing (16” on center, 24” on center, etc.)
- ___ Thickness and type of roof sheathing
- ___ Ceiling joist size and spacing
- ___ Floor joist size and spacing
- ___ Wall sections showing top and bottom plates and headers
- ___ Location and size of all beams
- ___ Sizes of all doors
- ___ Window type – including sizes and the net clear opening dimensions of all Sleeping room windows (emergency egress)
- ___ Smoke alarms – number and placement
- ___ Insulation – U – Values for windows, R – Values for exterior walls, attic and foundation
- ___ Heating if applicable
- ___ Plumbing (if any)
- ___ Electrical
- ___ Stairs (riser height maximum 8¼” tread depth minimum 9”)
- ___ Stairs – Handrail (height form nose of thread min 34” max 38”)
- ___ Guardrail (34” minimum measured vertically from nose of thread)
- ___ Width of stairs (36” minimum)

BIU will review plans submitted to determine code compliance. If the minimum submittal requirements are not met, we will ask the applicant to supply additional information. If the minimum requirements are met, the plans will be marked “approved”. A building permit will be issued and the applicant will be notified of the inspection fees and when they can pick-up the permit at the Municipal Building. All fees shall be paid prior to the issuance of the permit. Then use the inspection procedures provided to have all of the required inspections performed.

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RESIDENTIAL ADDITIONS

(Bedroom – Family Room – Kitchen – Attached Garage – Etc.)

- Please read all of the following information.
- The following is a check list. You must have a “checkmark” in all the sections listed below prior to submitting your applications

____ “Affidavit of Exemption” (See attached form) If you are hiring a contractor to construct your addition and they have workers’ compensation, have the contractor or their insurance carrier provide us with a “Certificate of Insurance” showing proof of such. If the homeowner or a contractor without workers’ compensation is constructing the addition, the attached form must be completed and notarized.

____ A site plan showing the proposed addition, the outside dimensions of the structure, the distances in feet, to the front, sides, and rear property lines.

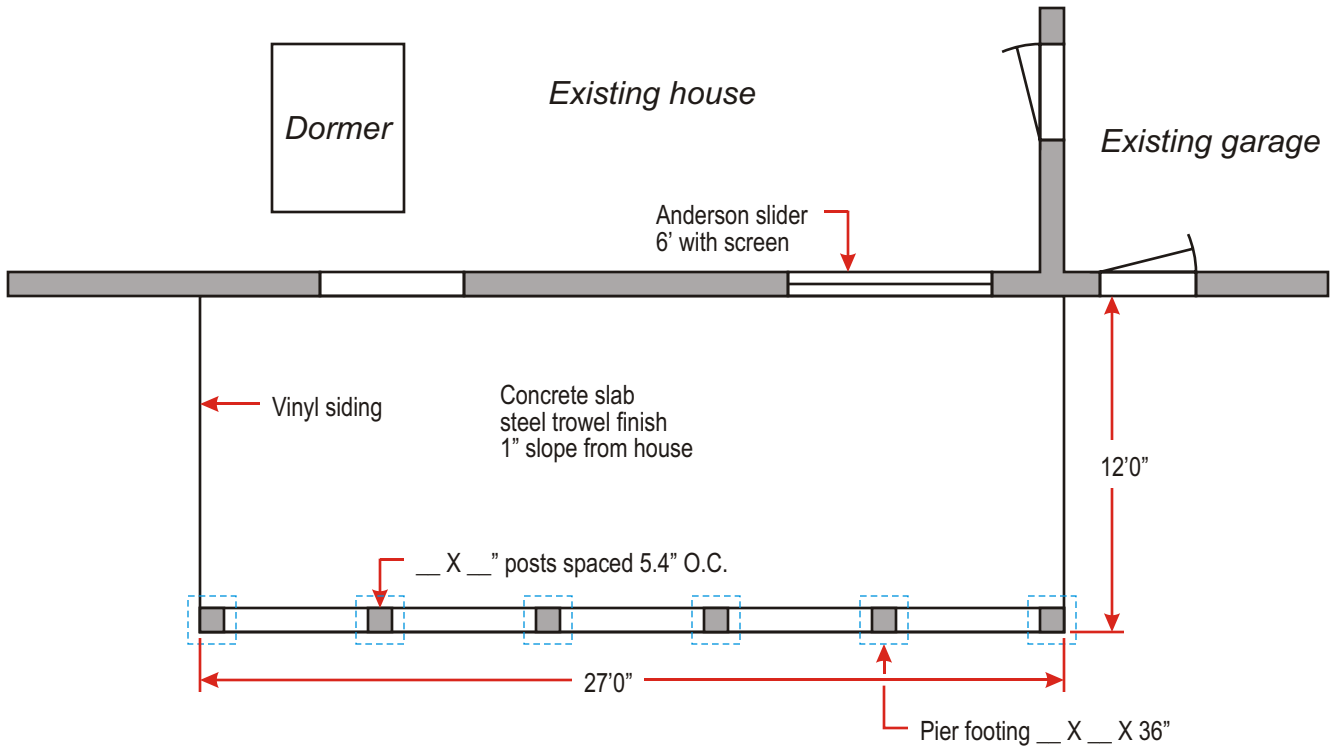
____ Three (3) sets of complete construction documents that show in detail code compliance for all of the work proposed to include but not limited to the following information.

- ____ Floor plan showing size of all rooms
- ____ Footing detail including depth below frost line, thickness, width, and rebar
- ____ Type of foundation, showing type of masonry, waterproofing and anchorage of addition to foundation.
- ____ Roof rafter size – species and grade of wood
- ____ Rafter spacing (16” on center, 24” on center, etc.)
- ____ Thickness and type of roof sheathing
- ____ Ceiling joist size and spacing
- ____ Floor joist size and spacing
- ____ Wall sections showing top and bottom plates and headers
- ____ Location and size of all beams
- ____ Sizes of all doors
- ____ Window type – including sizes and the net clear opening dimensions of all sleeping room windows (emergency egress).
- ____ Smoke alarms – number and placement
- ____ Insulation – U - Values for windows, R – Values for exterior walls, attic and foundation
- ____ Heating if applicable
- ____ Plumbing if applicable
- ____ Electrical
- ____ Stairs (riser height maximum 8¼” tread depth minimum 9”)
- ____ Stairs 0 handrail (height from nose of thread min 34” max 38”)
- ____ Guardrail (34” minimum measured vertically from nose of thread)
- ____ Width of stairs (36” minimum)

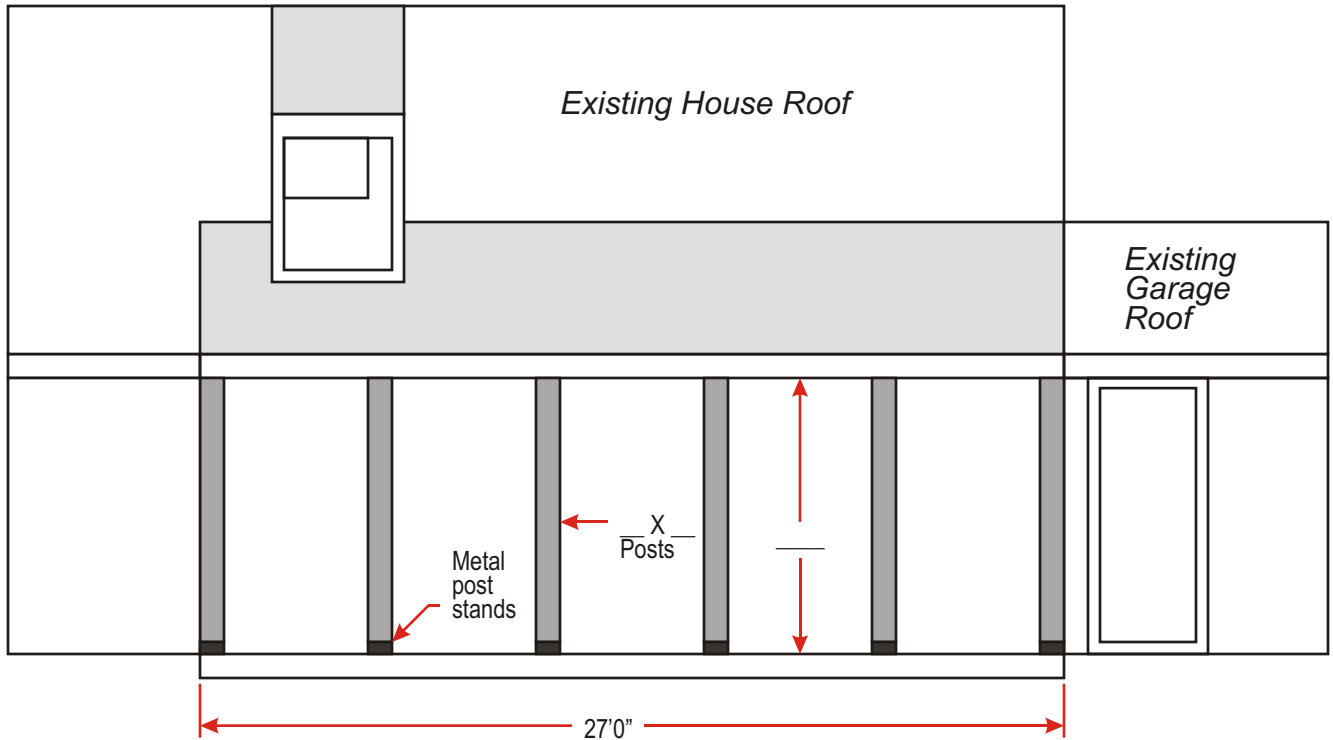
____ Completed building permit application

BIU will review plans submitted to determine code compliance. If the minimum submittal requirements are not met, we will ask the applicant to supply additional information. If the minimum requirements are met, the plans will be marked “approved”. A building permit will be issued and the applicant will be notified of the inspection fees and when they can pick-up the permit at eh Municipal Building. All fees shall be paid prior to the issuance of the permit. Then use the inspection procedures provided to have all of the required inspections performed.

SAMPLE CONSTRUCTION DRAWING - CONTINUED



Floor Plan



View of Porch from Back Yard

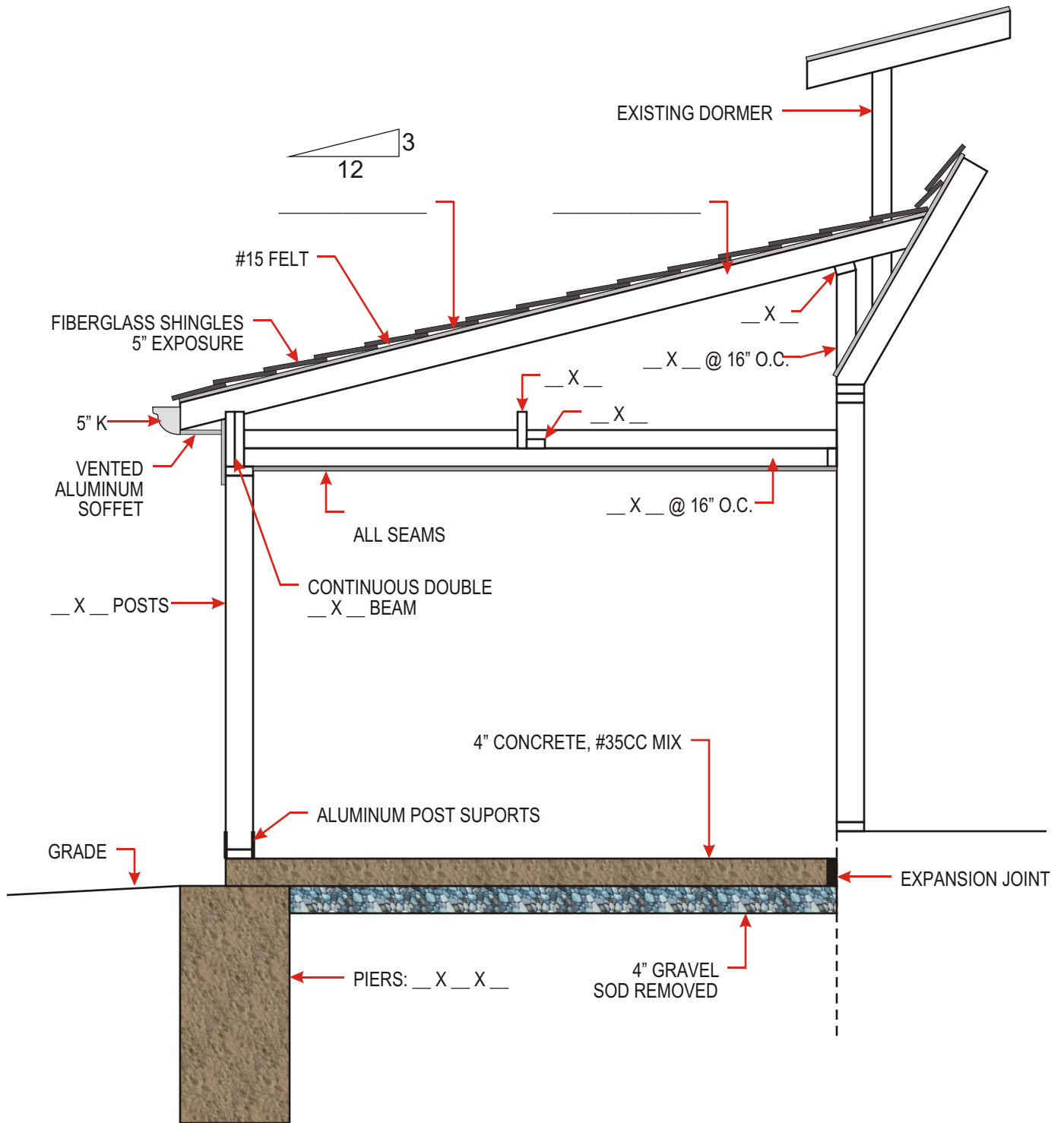
Owner _____ Municipality _____

Address _____ Permit # _____

SAMPLE CONSTRUCTION DRAWING - CONSTRUCTION DETAILS

SAMPLE - OPEN PORCH ON REAR OF HOUSE

SCALE: 1/2" = 1 FT.



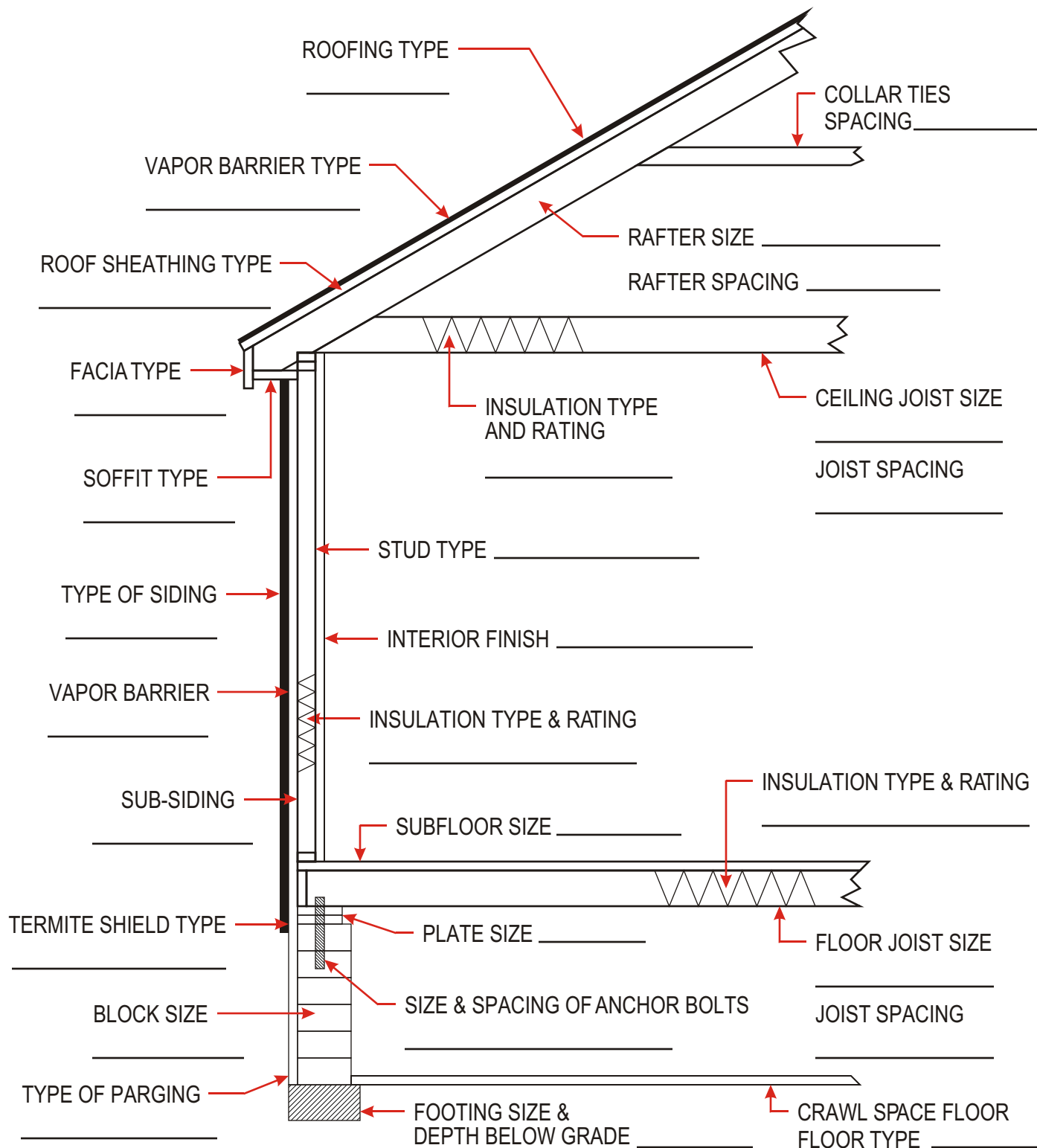
Owner _____ Municipality _____

Address _____ Permit # _____

TYPICAL CROSS SECTION

FILL IN THE BLANKS

PITCH OF ROOF: _____



CUSTOMER ASSISTANCE GUIDE
BUILDING PERMIT APPLICATION SUBMITTAL REQUIREMENTS
MANUFACTURED AND INDUSTRIALIZED HOUSING

- Please read all of the following information.
- The following is a checklist. You must have a “checklist” in all the sections listed below prior to submitting your application.
- Must submit a ‘Valid Installers Certificate’ before final certificate is issued.
-

____ “Affidavit of Exemption” (see attached form) If you are hiring a contractor to construct your structure, and they have workers’ compensation, have the contractor or their insurance carrier provide us with a “Certificate of Insurance” showing proof of such. If the homeowner or a contractor without workers’ compensation is constructing the structure, the attached form must be completed and notarized.

____ A site plan showing the proposed dwelling, the outside dimensions of the structure, distances in feet to the front, side and rear property lines; and the height of floor surface above grade at highest point on deck or landing on exterior of main exit door.

____ Septic permit if applicable. ____ Sewer permit if applicable.

____ Three (3) sets of construction drawings that show in detail code compliance for all of the work proposed, to include but not limited to the following information;

- ____ Footing detail. Thickness and depth below frost line
- ____ Size of masonry units for foundation (piers or full foundations)
- ____ Type, size, and placement of anchorage for the structure to the foundation
- ____ A copy of the manufacturer’s specifications and installation instructions.
- ____ Electrical. Service size ____ and location
- ____ Plumbing
- ____ Mechanical if applicable
- ____ Main exit door – 36” x 36” landing on exterior (required).

EXTERIOR DECK WHERE REQUIRED:

- ____ Floor joist size, species and grade of wood.
- ____ Floor joist spacing (16” or center, 24” on center etc.)
- ____ Span of floor joist (clear distance between supports)
- ____ Depth of post footing below finished grade
- ____ Guardrail height from floor or deck, and/or stairs
- ____ Spacing of balusters. (maximum 4”)
- ____ Stairs – Riser height and tread depth (riser 8¼ max tread 9” min)
- ____ Stairs – Handrail height (from nose of tread) (minimum 34”, Maximum 38”)
- ____ Handrail grip size – must have a circular cross section of 1¼” minimum to 2” maximum
- ____ Guardrail (34” minimum measured vertically from nose of thread)

Type of Foundation (circle the type you are using)

- | | | |
|-----------------------------|----------------------|---------------------|
| 1. Set on full basement | 2. Crawl space | 3. Piers |
| A. Heated: yes ____ no ____ | A. Cross ventilation | A. Spacing |
| B. Garage in basement | | B. Diameter |
| C. Stairs | | C. Depth |
| D. | | D. Type of skirting |

____ Completed building permit application

BIU will review plans submitted to determine code compliance. If the minimum submittal requirements are not met, we will ask the applicant to supply additional information. If the minimum requirements are met, the plans will be marked “approved”. A building permit will be issued and the applicant will be notified of the inspection fees and when they can pick-up the permit at the Municipal Building. All fees shall be paid prior to the issuance of the permit. Then use the inspection procedures provided to have all of the required inspections performed.

CUSTOMER ASSISTANCE GUIDE BUILDING PERMIT APPLICATION SUBMITTAL REQUIREMENTS

DECKS

- Please read all of the following information.
- The following is a checklist. You must have a “checkmark” in all the sections listed below prior to submitting your application.

___ “Affidavit of Exemption” (See attached form) If you are hiring a contractor to construct your deck, and they have workers’ compensation, have the contractor or their insurance carrier provide us with a “Certificate of Insurance” showing proof of such. If the homeowner or a contractor without workers’ compensation is constructing the deck, the attached form must be completed.

___ A site plan showing the proposed deck, the width and length of the deck, the distances in feet, to the front, sides, rear property lines, and the height of floor surface above grade at highest point.

___ Three (3) sets of construction drawings that show in detail code compliance for all of the work proposed, to include but not limited to the following information.

- ___ Floor joist size, species and grade of wood.
 - ___ Floor joist spacing (16” or center, 24” on center etc:)
 - ___ Span of floor joist (clear distance between supports)
 - ___ Attachment to existing structure (bolts or lags, with sizes and spacing)
 - ___ Depth of post footing below finished grade. (Shall be below frost line)
 - ___ Guardrail height from floor of deck, (36” minimum)
 - ___ Guardrail on stairs (34” minimum measured vertically from nose of tread)
 - ___ Spacing of balusters (maximum 4”)
 - ___ Stairs – Riser height and tread depth. (Rise 8¼” maximum depth 9” minimum)
 - ___ Stairs – Handrail height (from nose of tread, minimum 34”, maximum 38”)
 - ___ Handrail grip size – if circular must have a cross section of 1¼” minimum to 2” maximum
 - ___ Width of stairs (36” minimum)
- ___ Completed building permit application

BIU will review plans submitted to determine code compliance. If the minimum submittal requirements are not met, we will ask the applicant to supply additional information. If the minimum requirements are met, the plans will be marked “approved”. A building permit will be issued and the applicant will be notified of the inspections fees and when they can pick-up the permit at the Municipal Building. All fees shall be paid prior to the issuance of the permit. Then use the inspection procedures provided to have all of the required inspections performed.

Residential Deck Drawings

General Notes

1. All lumber shall be pressure treated for exterior use. All metal fasteners & hangers shall be G185 galvanized, stainless steel or otherwise compatible with the wood treatment. All bolts shall be 1/2" diameter, minimum.
2. All beams, joists, posts and decking shall be No. 2 Southern Pine, or better.
3. All beam splices and top rails shall occur at a post or otherwise on adequate bearing.
4. All footings shall be cast-in-place concrete with a min. 2500 psi compressive strength.
5. Guards are required at all areas where the deck/porch floor is greater than 30" above grade at any point.
6. Required guards shall be 36" tall (min.) and be constructed such that a 4" diameter object will not pass through.
7. Guard post spacing shall not exceed 6 ft. on center.
8. Required guards & handrails at stairs shall range from 34" to 38" vertically above the stair nosings.
9. Handrail ends, at the top and bottom, shall terminate into a post or be returned to a wall.
10. On stairs with closed risers, treads shall have a projected nosing ranging from 3/4" to 1-1/4". All treads and risers shall be equal.
11. The deck/porch floor shall be within 8-1/4" of the top of the door threshold.
12. Live Load Deflection: Joists & Beams- L/360
Guards- L/240
13. Design Loads: Floor Live Load - 40 lbs./sf (min.)
Wind Speed - 90 mph
Soil Bearing Pressure - 3000 lbs./sf
14. Guards shall be designed for a 200 lb. concentrated load placed along the top rail in any direction, at any point.
15. This deck/porch is not designed for hot-tub or spa loading.
16. All exterior stairs & associated landings shall be illuminated.
17. Post size is based on the height of the deck floor above finished grade (at the highest point):
0' to 8' high: 4x4, 4x6, 6x6
8' to 10' high: 4x6, 6x6
10' and up: 6x6 (required for multi-level decks too)
18. All separated beams shall receive full depth solid blocking at 24" on center, maximum spacing.
19. The actual field construction shall match the approved plans. All field changes and/or deviations require an Engineering Change approval.

Framing/Footing Table

[1] Choose one floor joist size with the associated span, [2] Choose one floor beam size. Entire row applies.

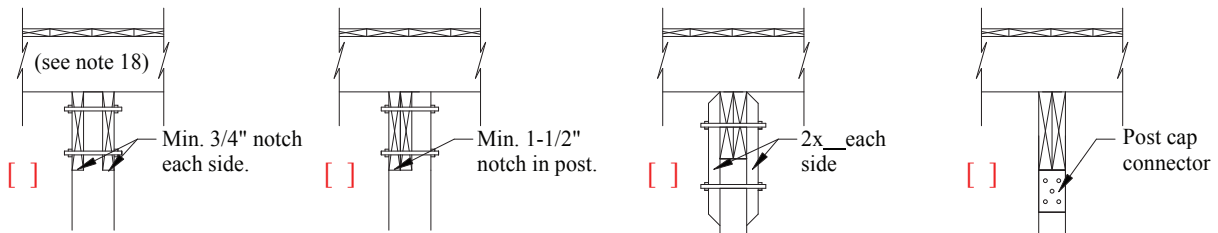
Floor Joists ^a			Floor Beams ^b			Footing Size				1/2" Ledger
Choose Joist Size	Lumber Size	Max. Span [A]	Choose One Row	Lumber Size	Max. Span [B]	Single-Span Floor Joists		Multi-Span Floor Joists		Board Bolts Spacing
	(nominal)	(feet)		(nominal)	(feet)	min. dia. [C]	min. thick [D]	min. dia. [C]	min. thick [D]	
						(inches)	(inches)	(inches)	(inches)	(inches)
[]	2 x 6	8	[]	(2) 2 x 6	5	12	6	15	8	24
			[]	(2) 2 x 8	7	13	7	19	10	24
			[]	(2) 2 x 10	9	15	8	23	12	24
			[]	(2) 2 x 12	11	17	9	24	12	24
[]	2 x 8	10	[]	(2) 2 x 8	7	14	7	20	10	16
			[]	(2) 2 x 10	9	17	9	24	12	16
			[]	(2) 2 x 12	10	18	9	25	13	16
[]	2 x 10	13	[]	(2) 2 x 10	8	17	9	24	12	16
			[]	(2) 2 x 12	9	18	9	26	13	16
[]	2 x 12	16	[]	(2) 2 x 12	8	20	10	28	14	12

a. Choose one joist size and corresponding maximum span. All joists are spaced a maximum of 16" oc.

b. Choose one floor beam (entire row) that corresponds with the size of joist chosen.

Beam to Post Connection Options

[3] Choose one beam to post connection option. [4] Choose one post size based on the height of the deck.



[] 4x4 posts (up to 8')

[] 4x6 posts (up to 10')

[] 6x6 posts req'd over 10')

[] 4x4 posts (up to 8')

[] 4x6 posts (up to 10')

[] 6x6 posts req'd over 10')

[] 4x4 posts (up to 8')

[] 4x6 posts (up to 10')

[] 6x6 posts req'd over 10')

[] 4x4 posts (up to 8')

[] 4x6 posts (up to 10')

[] 6x6 posts req'd over 10')

Property Owner:

Name: _____

Address: _____

Phone: _____

Designer:

Name: _____

Address: _____

Phone: _____

Contractor:

Name: _____

Address: _____

Phone: _____

Application No. _____

Sheet No.

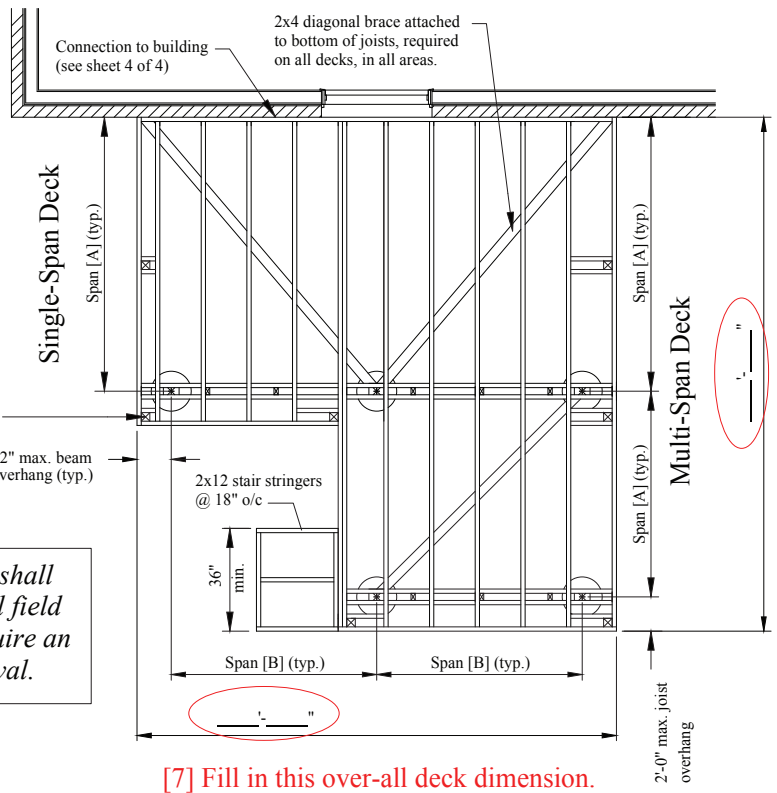
1 of 4

Foundation & Framing Plan

[5] Choose one span configuration:

- Single-Span
- Multi-Span

The actual field construction shall match the approved plans. All field changes and/or deviations require an Engineering Change approval.

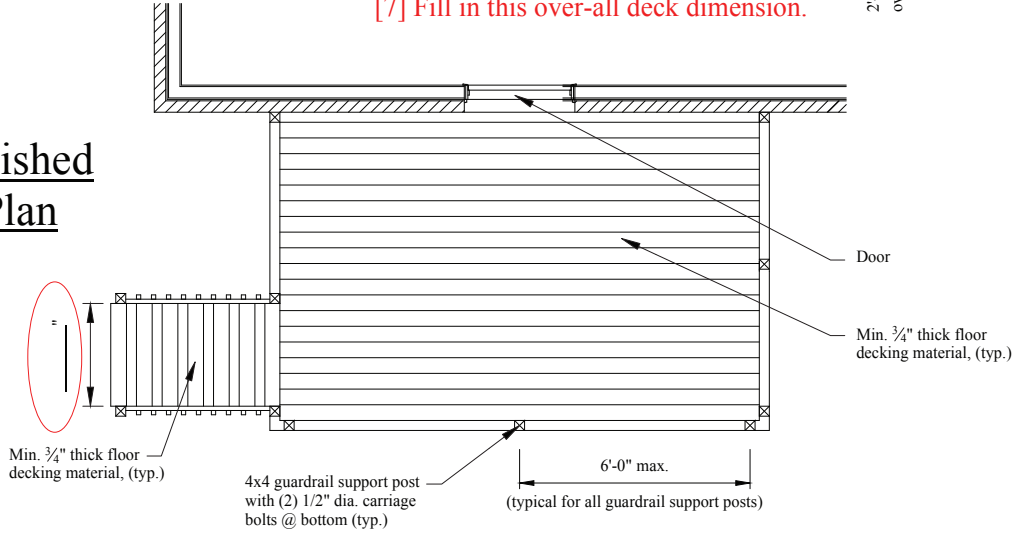


[6] Fill in this over-all deck dimension.

[7] Fill in this over-all deck dimension.

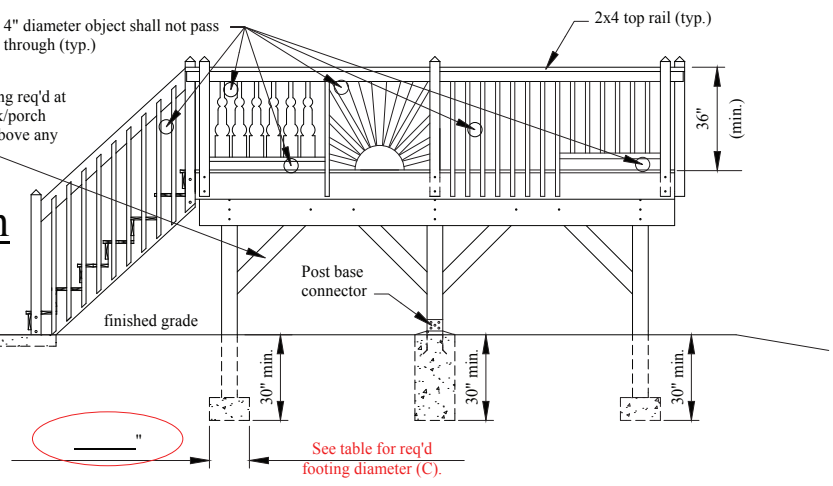
Deck Finished Floor Plan

[8] Fill in the stair width in inches (36" min.).



Front Elevation View

[9] Using the answer to Step 5, fill in the footing diameter in inches.



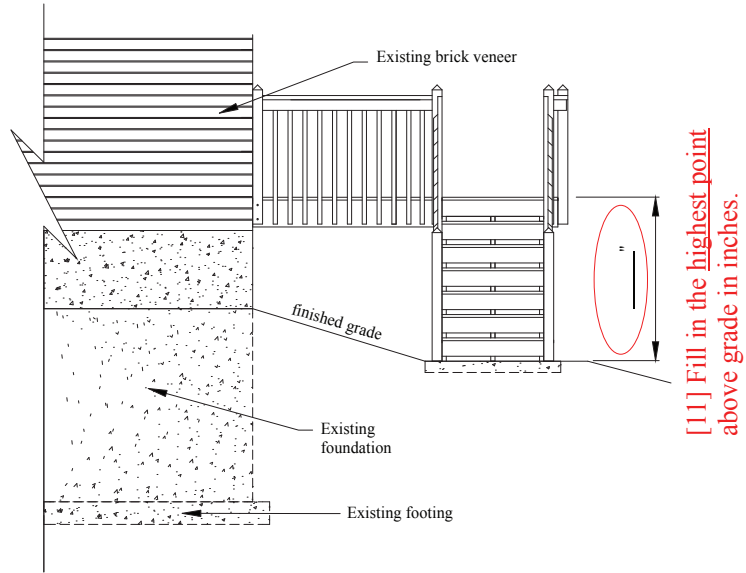
[10] Choose a footing option:

- Post attached to top of concrete footing
- Post on top of buried concrete footing

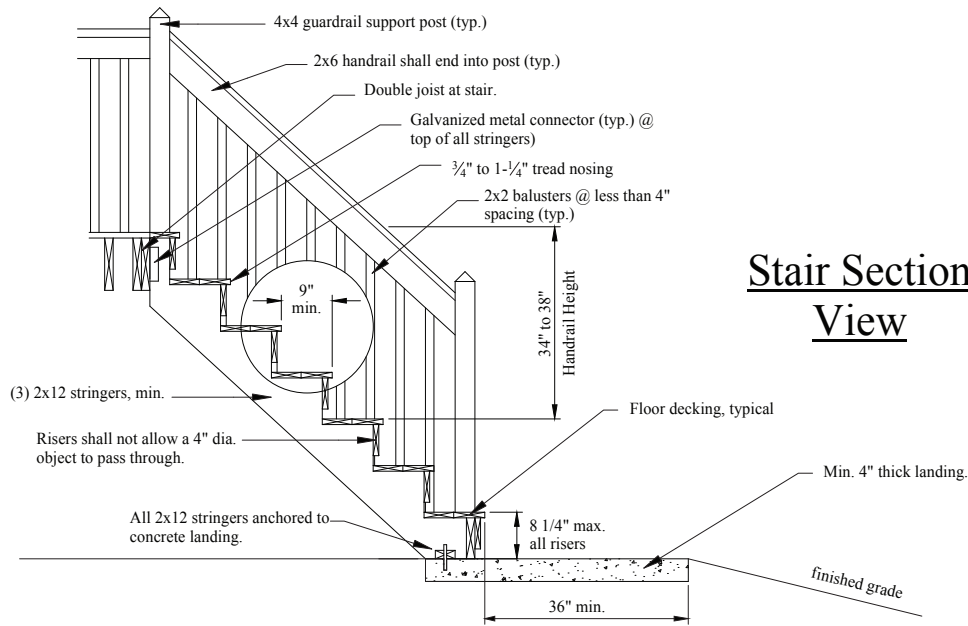
Application No.
Sheet No.
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Residential Deck Drawings

Left Side Elevation View

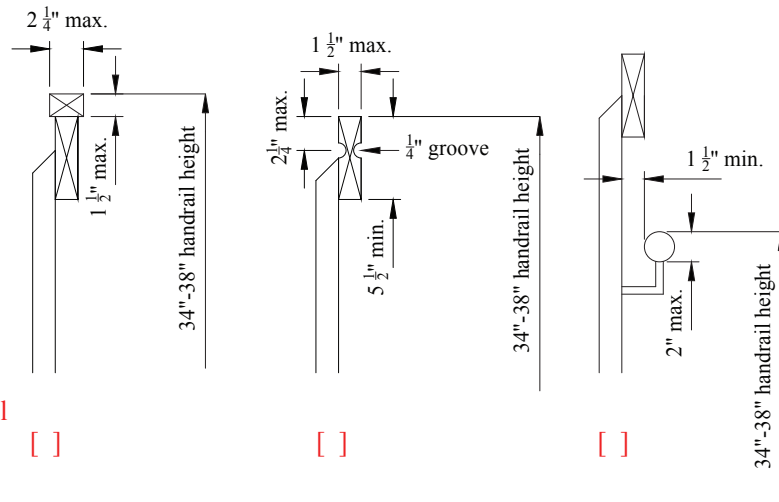
The actual field construction shall match the approved plans. All field changes and/or deviations require an Engineering Change approval.



Stair Section View



Handrail Sections



[12] Choose a handrail grip style: []

[]

[]

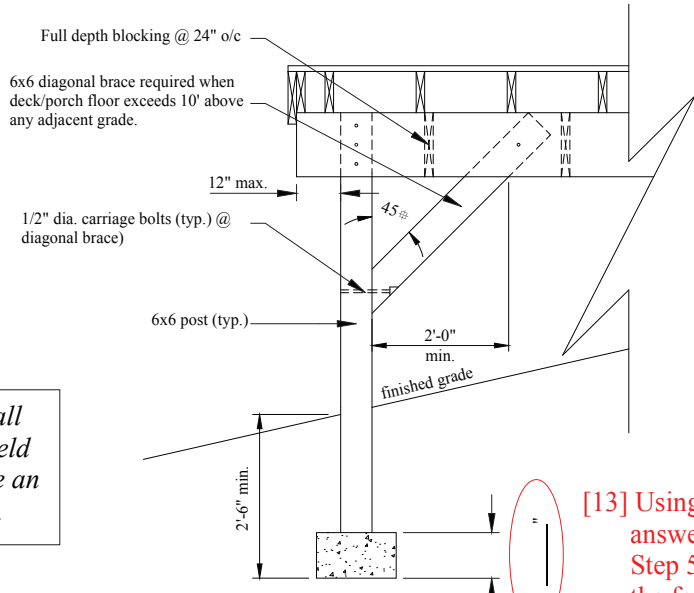
Application No.

Sheet No.

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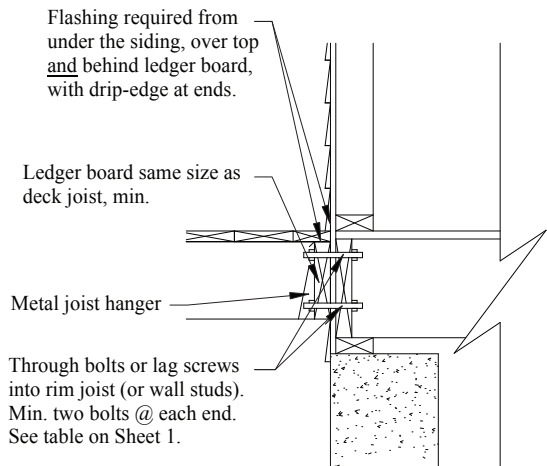
Post & Beam Detail

The actual field construction shall match the approved plans. All field changes and/or deviations require an Engineering Change approval.

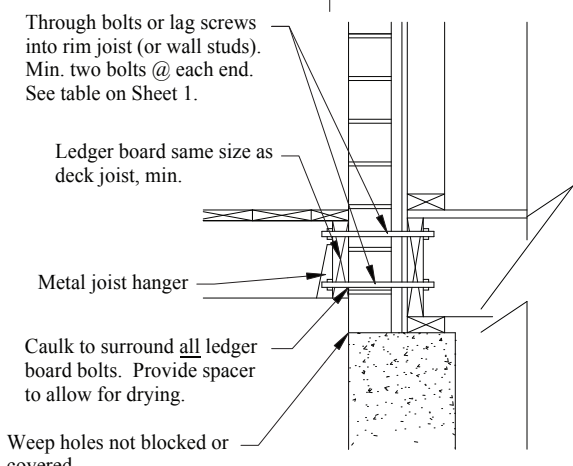


Ledger Board Details

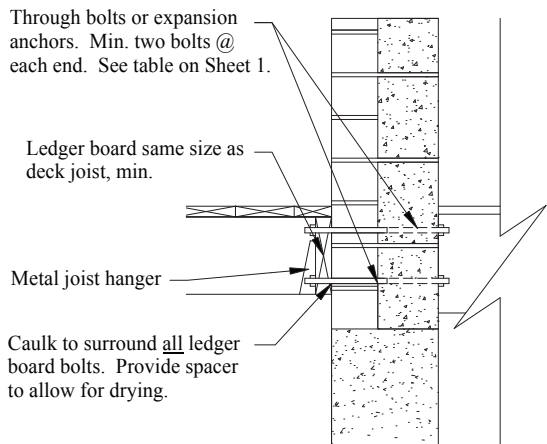
[14] Choose the ledger board detail that applies.



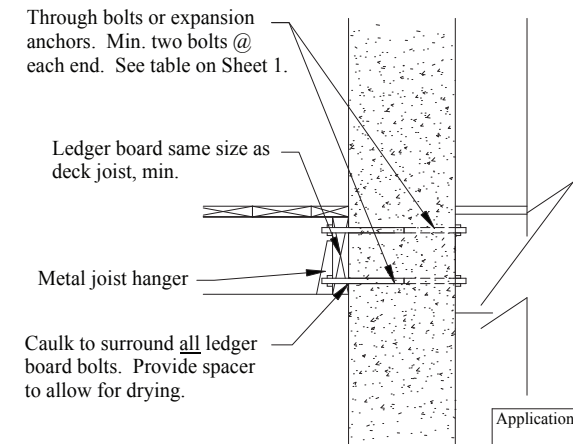
[] Siding Applications



[] Brick Veneer Applications



[] Brick/Block Applications



[] Concrete Applications

Application No.
Sheet No.
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Residential Deck Drawings

CUSTOMER ASSISTANC GUIDE
BUILDING PERMIT APPLICATION SUBMITTAL REQUIREMENTS

DETACHED STRUCTURES (1000 SQ FT OR MORE)
ACCESSORY TO DETACHED ONE FAMILY DWELLING

(Shed – Detached Garage – Pavilions – Etc.)

- Please read all of the following information.
- The following is a check list. You must have a “checkmark” in all the sections listed below prior to submitting your application.

_____ “Affidavit of Exemption” (See attached form) If you are hiring a contractor to construct your structure, and they have workers’ compensation, have the contractor or their insurance carrier provide us with a “Certification of Insurance” showing proof of such. If the homeowner or a contractor without workers’ compensation is constructing the structure, the attached form must be completed and notarized.

_____ A site plan showing the proposed detached accessory structure, the outside dimensions of the structure, the distances in feet, to the front, sides, and rear property lines.

_____ Three (3) sets of construction drawings that show in detail code compliance for all of the work proposed, to include but not limited to the following information.

- _____ Footing detail including depth below frost line
- _____ Type of foundation
- _____ Roof rafter size (2x6, 2x8, 2x10, etc.)
- _____ Rafter spacing (16” on center, 24” on center, etc.)
- _____ Thickness and type of roof sheathing
- _____ Ceiling joist size and spacing
- _____ Floor joist size and spacing
- _____ Wall sections showing top, bottom plates and headers
- _____ Location and size of all beams, girder/headers
- _____ Sizes of all doors
- _____ Plumbing if applicable
- _____ Mechanical if applicable
- _____ Electrical if applicable

_____ Completed building permit application

BIU will review plans submitted to determine code compliance. If the minimum submittal requirements are not met, we will ask the applicant to supply additional information. If the minimum requirements are met, the plans will be marked “approved”. A building permit will be issued and the applicant will be notified of the inspection fees and when they can pick-up the permit at the Municipal Building. All fees shall be paid prior to the issuance of the permit. Then use the inspection procedures provided to have all of the required inspections performed.