

## INSTRUCTIONS: ADDITION TO A BUILDING APPLICATION

**All drawings must be submitted in ink. Pencil drawings will not be accepted.**

### Submission Requirements

A completed Addition Building package which includes:

- 1. A Residential Building Permit Application** and a **Development Permit Application** (if required)
- 2. A SITE PLAN DRAWING (RPR)** of the proposed work with the following information:
  - a. Proposed Location
  - b. Distance to property line
  - c. Distance to any other structures on lot (shed, garage, etc.)
- 3. A PLAN DRAWING** of the proposed work with the following information:
  - a. Room Dimensions
  - b. Room Use
  - c. Construction Details
- 4. An ELEVATION DRAWING** of the proposed work with the following information:
  - a. Side Elevations of proposed construction
  - b. Over all height and widths
  - c. Location of windows, doors and stairs (approximate)

**Please Note:** You are only applying for a Building Addition Permit. You **may** also need the following permits:

- a. Electrical Permit
- b. Plumbing Permit
- c. Gas Permit

### Inspection Requirements:

By law, we must inspect the construction work at various stages:

1. Building
  - a. Framing, after all sub-trade “rough-in” work is completed, but BEFORE drywall is installed.
  - b. After all work is complete (final inspection).
2. Electrical
  - a. After all “rough-in” work is completed, but BEFORE drywall is installed.
  - b. After all work is complete.
3. Plumbing
  - a. After all stacks and ground work is completed, but BEFORE drywall is installed
  - b. After all work is complete.
4. Gas
  - a. After all “rough-in” work is completed, but BEFORE drywall is installed.
  - b. After all work is complete.

## CONSTRUCTION DETAILS PACKAGE: Addition

The information indicated on this sheet is the minimum required for an addition permit application.  
Please complete this form and attach it to the building permit application.

**Example Roof:**

3/8" OSB complete with "H" Clips  
Manufactured trusses (max. 24" on center)  
*Insulation (min. R-34 required if heated)*  
*6 mil poly (required if heated)*

**Your Roof:**

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**Example Walls:**

Min. 3/8 OSB sheathing  
2x4 wall studs at 16" on center  
*Insulation (min. R-12 required if heated)*

**Your Walls:**

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**Foundation:**

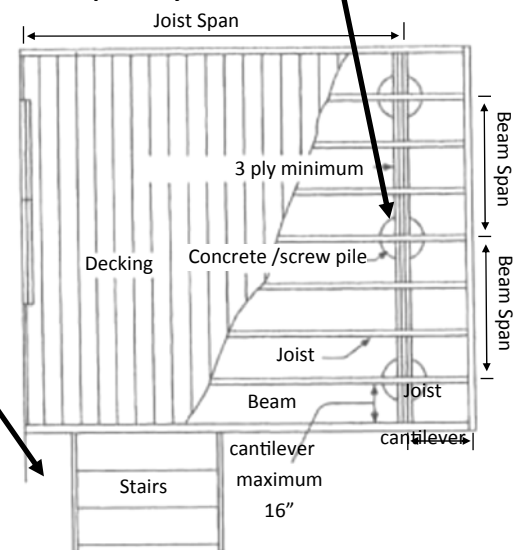
All additions must be supported by concrete piles (min. 10" diameter). Alternatively, screw piles are accepted and installed as per installers/manufacturers specifications. All pilings must be installed to a min. 6' depth.

**Floor Construction Details:**

Foundation Type: \_\_\_\_\_  
Beam Size & Post Spacing: \_\_\_\_\_  
Beam Cantilever: \_\_\_\_\_  
Joist Size & Spacing: \_\_\_\_\_  
Joist Cantilever: \_\_\_\_\_  
Joist Span: \_\_\_\_\_  
Sub-floor: \_\_\_\_\_

**Stairs**  
Minimum width 35.5" (900mm)  
Rise 5" (125mm) - 7 7/8" (200mm)  
Run 8 1/4" (210mm) - 14" (355mm)

**Example Only:**



**Floor Framing Details:**

What size of "Floor Joist" do I need to have?								
Lumber Size	Spacing of joist o/c	Max. span between supports	Spacing of joists o/c	Max. span between supports	Spacing of joists o/c	Max. span between supports	Maximum Joist Cantilevers	
2x6	12"	9' 6"	16"	8' 9"	24"	8' 2"	2x6	N/A
2x8	12"	11' 6"	16"	11'	24"	10' 5"	2x8	16"
2x10	12"	13' 7"	16"	13'	24"	12' 4"	2x10	24"
2x12	12"	15' 6"	16"	14' 8"	24"	14' 1"	2x12	24"

What size of "Floor Beam and Max. Cantilevers" applies?		
Beam Size	Max. Post Spacing	Max. Beam Cantilever
3x2x8	10'	16"
4x2x8	11'	16"
3x2x10	12' 9"	16"
4x2x10	14' 2"	16"
3x2x12	15'	16"
4x2x12	17' 2"	16"

\*\*\*Intermediate blocking required for floor joist over 7' clear span.\*\*\*

**Note: Please contact a Building Safety Codes Officer with any questions 780-538-0421.**