

**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 from nose of tread min 34” max 38”)
- ____ Guardrail (34” minimum measured vertically from nose of tread)
- ____ 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.