

RESIDENTIAL ADDITIONS
(Bedroom – Family Room – Kitchen – Attached Garage – Etc)
BUILDING PERMIT APPLICATION SUBMITTAL REQUIREMENTS

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.

- _____ A site plan showing the outside dimensions of the proposed structure, including 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;
 - _____ 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 and carbon monoxide 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 thread min 34" max 38")
 - _____ Guardrail (34" minimum measured vertically from nose of thread)
 - _____ Width of stairs (36" minimum)
 - _____ Location and size of basement emergency escape opening if addition has basement area.
 - _____ Wall bracing detail (material, length and fastening)

- _____ Completed building permit application for Sugarcreek Borough and Inspector (Building, Electric, Plumbing, Mechanical – All that apply)

INSPECTION PROCEDURES

- Building permit must be posted on the site of the work and clearly visible from the road until completion of the project.
- Your approved plans must be available at all times for inspections. These are the plans that were submitted with your application and were marked "Approved" by the Inspector.
- The permit applicant or authorized agent is responsible for scheduling all inspections.
- To schedule an inspection call Tim Keller, 724-714-8364.
DO NOT SCHEDULE AN INSPECTION IF THE WORK IS NOT READY!!!