

**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 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.