



DEPARTMENT OF CODES AND INSPECTIONS

SINGLE FAMILY DWELLING

(OTHER THAN MANUFACTURED OR INDUSTRIALIZED HOUSING)

Please read all of the following information 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 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;
 - _____ Home buyer must be given the option to have an automatic fire sprinkler system installed.
 - _____ If buyer chooses not to install sprinklers a detail of the basement floor ceiling assembly must be submitted. (first floor joist size, species and grade of wood)
 - _____ 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 and carbon monoxide alarms - number and placement.
 - _____ Insulation — U - Values for windows, R — Values for exterior walls, attic and foundation.
 - _____ Heating.
 - _____ Plumbing.
 - _____ Electrical
 - _____ Stairs (riser height maximum 8 1/4" 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.
 - _____ Wall bracing detail (material, length and fastening).
 - _____ Completed building permit application.

We 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 stamped "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 the required inspections performed.

INSPECTION PROCEDURES SINGLE FAMILY DWELLING

- 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 time of the inspection. These are the plans that were submitted with your application and were marked "Approved" by the building inspection agency.
- **DO NOT** schedule an inspection if the work is not ready!!!!
- When scheduling an inspection, you must supply your permit number to the inspector.

PLEASE GIVE THREE (3) WORKING DAYS ADVANCE NOTICE **FOOTING INSPECTION WILL BE GIVEN PRIORITY**

1. Footing inspection — To be done after forming and prior to placing of concrete.
2. Foundation inspection — French drain and water-proofing prior to backfilling.
3. Plumbing under slab (rough-in) done prior to placing concrete floor.
4. Framing inspection — Done prior to insulating, but after heating, plumbing and wiring are roughed in, and prior to any exterior finishes being applied.
5. Energy conservation.
6. Wallboard. Only needed if there is an integral or attached garage. Inspector,
7. Final inspection — When job is completely finished, prior to occupancy permit and after plumbing, mechanical and electrical.