

Building Guidelines - Site Plan

Many permits require a site plan, sometimes also called a "plot plan," which is a detailed and accurate map of the property or properties where the proposed project is located. A complete and accurate site plan is important to avoid delays in the review and approval of your project.

Basic Information

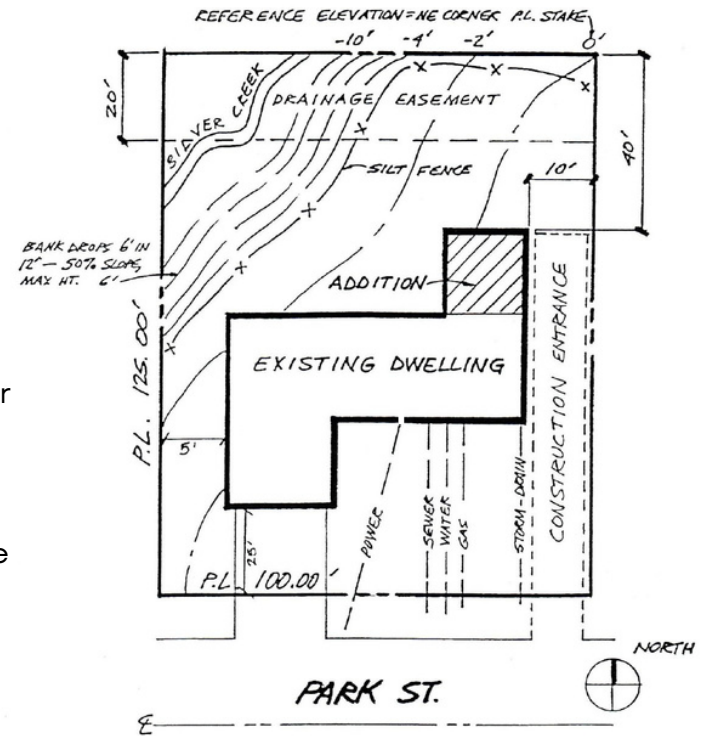
- Property owner's name and contact information as well as the contractor, if different
- Site Address, subdivision name, and lot number
- Assessor's Parcel Number (tax parcel number)
- Date the plan was prepared, north arrow, and a plan scale 1" = 20' is typical but larger sites may require a scale of 1" = 50'
- All property lines, easements (utilities, access, etc.), and site dimensions

Site Information

- All streets, private roads, and alleys with street names. Also show all existing and/or proposed driveways
- Locations of stormwater drainage, sewer, water, electricity, gas lines, and any underground storage tanks
- Show any surface water (creeks, streams, ponds, wetlands, etc.) within 200 ft. of the property
- Show any slopes with a grade of 30% or greater, as well as any fill areas
- Indicate the elevation change of the site and use contour lines or arrows to show the direction of the slope change. Also indicate percent of slope (rise/drop in height divided by horizontal run/distance). Designate grade break lines and extend contour lines to identify adjoining property conditions
- Show the method of stormwater disposal, indicating construction access route, buffer strips, sediment barriers, or other erosion control features as applicable
- Provide a tree removal plan, if applicable

Structure Information

- The location and dimensions of all existing and proposed structures. Identify each structure by its use (garage, residence, etc.), and include decks, retaining walls, and the like
- Clearly distinguish between the existing structure and any proposed addition or structure to be demolished
- Note the setbacks between all existing and proposed structures as well as setbacks from all existing and proposed structures to the property lines
- Provide details for any retaining wall type structures



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1" = 20'

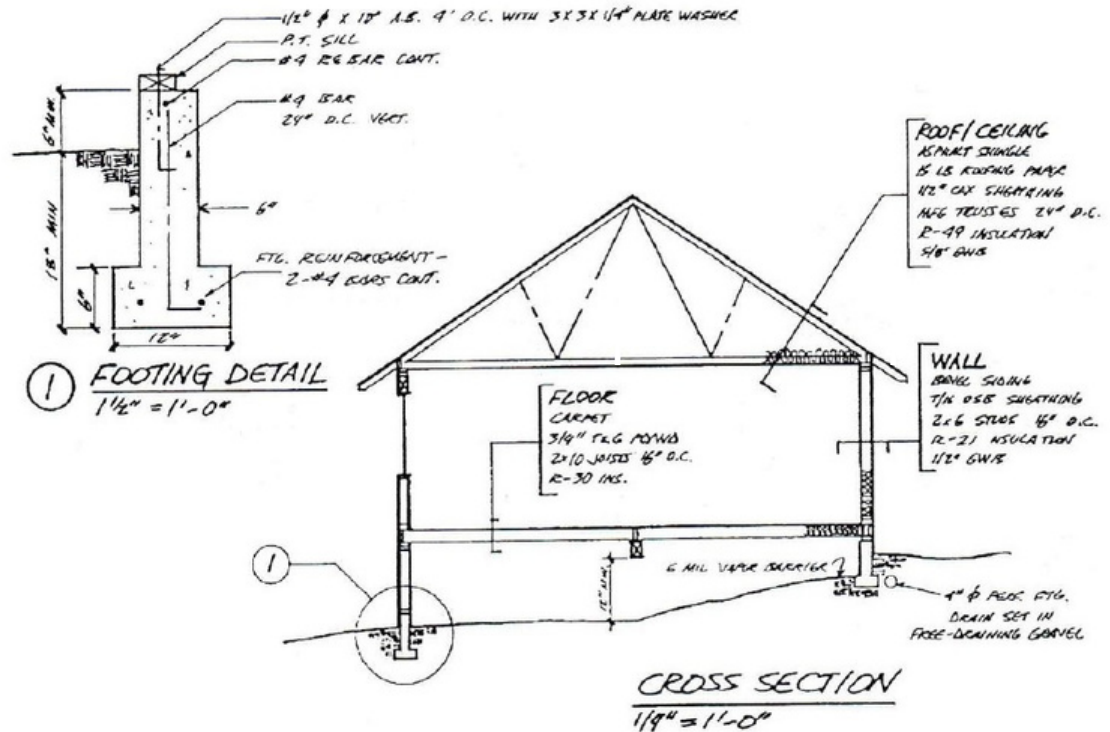
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Building Guidelines - Cross Section Plan

A cross section is a plan which shows structural details if you were to cut the building in half. The plan should be drawn to-scale (suggested scale is $\frac{1}{4}'' = 1'$).

Cross Section Plan Requirements

- Final grade - the slope and shape of the ground around the building after the project is complete, and the the distance between the ground and the floor joists
- Foundation footing size and depth below grade, foundation wall thickness, and rebar locations
- Location of beams, blocking, treated sill plates and the vapor barrier
- Size and spacing of all joists, studs, headers, rafters, and trusses
- Specify the roof, floor, and wall sheathing
- Specify the siding, roofing, interior wall, and ceiling finish materials
- Show all floor, wall, and ceiling insulation, expressed in "R" values

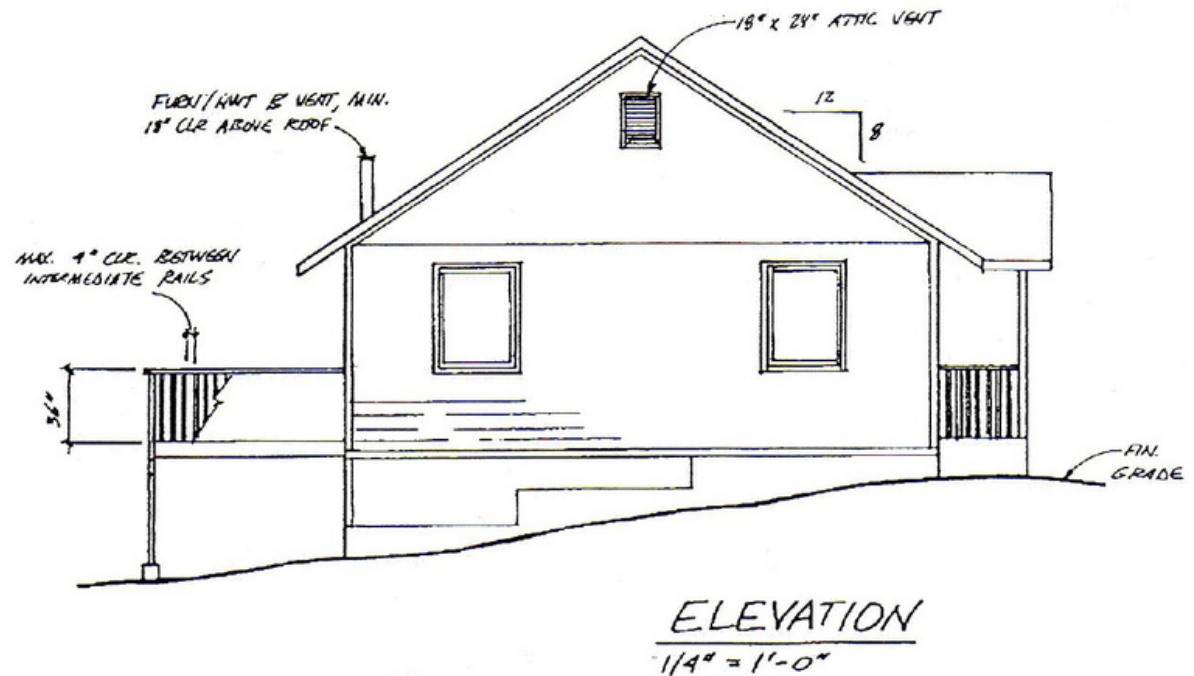


Building Guidelines - Elevation Plan

Elevation plans show what a structure will look like from the exterior. Elevation plans should be included for each side of the structure being affected by the proposed work – in some cases, this will be only one elevation, and in others it will include all sides of the structure. The plan should be drawn to-scale (suggested scale is $\frac{1}{4}'' = 1'$).

Elevation Plan Requirements

- Final grade - the slope and shape of the ground around the building and after the project is complete
- Show eaves, roof overhangs, roof pitch, and chimney locations and heights
- Show all windows, doors, roof vents, and attic vents
- Show all decks, guardrails, handrails, landings, porches, and stairs

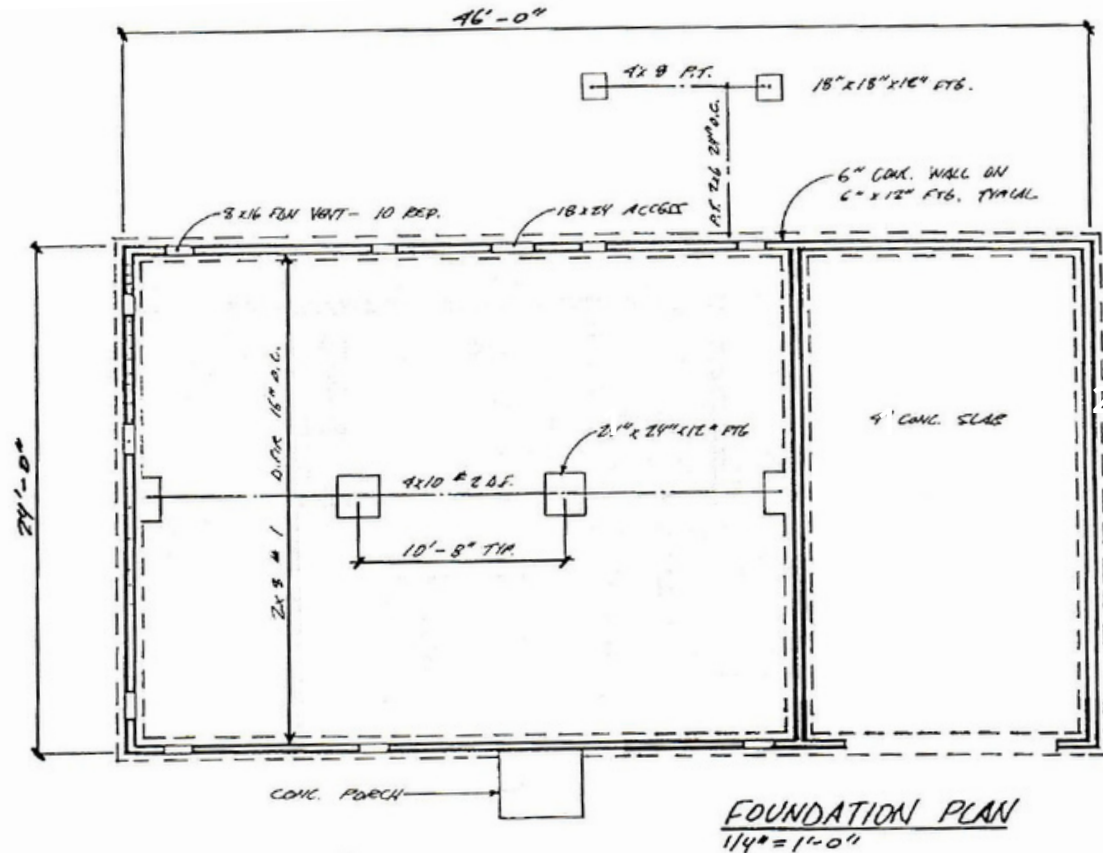


Building Guidelines - Foundation Plan

The foundation plan is a detailed drawing of the building foundation, as seen from above. It is drawn to-scale (suggested scale is $\frac{1}{4}'' = 1'$).

Foundation Plan Requirements

- Shape and dimensions of footings, foundation walls, grade beams, pier pads or anything that will be masonry block or poured concrete
- Location and size of all beams and posts
- Floor system joint size, spacing, grade and species of lumber, direction and length of span(s), and any supports or hangers
- Locations and sizes of all crawlspace vents, access holes, door "blockouts", etc.
- Location of any furnace, water heater, sewer ejector pump, drainage sump pump or any other appliance/device which will be located in a crawl space



Building Guidelines - Floor Plan

The floor plan is a detailed "map" of the interior of the existing and proposed structure. The plan should be drawn to-scale (suggested scale is $\frac{1}{4}'' = 1'$) and include the following:

Floor Plan Requirements

- A separate plan for each floor level
- All walls, windows, doors, skylights, steps, decks, landings, patios, plumbing fixtures, fireplaces, wood stoves, furnaces, laundry equipment, and other appliances
- Use the dimensions of each room, such as "bedroom", "living room", etc.
- Carbon Monoxide alarms installed outside of each sleeping area in the immediate vicinity
- Location of all smoke detectors, carbon monoxide detectors, vent fans, and attic access
- Indicate the type of fuel used by each appliance, such as "electric dryer", "gas range", or "propane furnace"

