

A STEP-BY-STEP GUIDE TO THE BUILDING PERMITTING PROCESS

Step 1

Pick up the construction permit applications and jacket from your municipality.

Step 2

Fill out the construction permits and jacket. The Workers' Compensation Insurance Coverage Information form is also required to be submitted.

Step 3

Visit your local municipal zoning official to see what, if any, prior approvals and local permits are required before construction can begin.

Step 4

After the construction permit jacket has been approved and signed by the local officials, return the construction jacket and permits, along with 2 sets of construction drawings to the municipality.

Step 5

The code official and inspectors will review the application and drawings for code compliance. If any more information is required, the inspector will contact you.

Step 6

The inspector will contact you when the application is approved and ready to be picked up. All permit fees are due at this time.

Step 7

You are now ready to start construction.

Step 8

Please request inspection 24-hours in advance. Inspection requests can either be phone or faxed into the office. At each inspection the inspector will leave an inspection sticker notifying you of the result of the inspection. Once an inspection has been approved you may move onto the next phase.

Step 9

When all final inspections have been approved, a certificate of occupancy will be signed and sent to your municipal zoning official.

Step 10

The municipal zoning official will issue the certificate of occupancy if all prior approvals have been satisfied. Your project is now complete.

WORK REQUIRING PERMITS

Building permits are required for the construction, enlargement, movement, demolition or the change of occupancy of a residential building.

Permits are also required for the erection, installation, enlargement, or conversion of an electrical, gas, mechanical or plumbing system regulated by the Uniform Construction Code.

Please contact your local Building Department for help in determining if a permit is required before undertaking any home improvement projects.

**Building Inspection
Underwriters, Inc.**



**A Guide to
Residential Permit
Applications and the
Inspection Process**

Allen Ayres

1-800-922-6062

www.biupa.com

RESIDENTIAL PERMITS

The Uniform Construction code does not apply to the following structures unless modified by your municipality:

- New building or renovations to existing building which applied for a permit or were under contract prior to April 6, 2004
- The following structures if the structure has a building area of less than 1,000 square feet and is an accessory to a detached single-family dwelling:
 1. Carports
 2. Detached private garages
 3. Greenhouses
 4. Sheds
- A permit is not required for the following items as long as the work does not violate a law or ordinance:
 - ◇ Uncovered decks not more than 30" above finished grade
 - ◇ Fences that are not over 6' high
 - ◇ Retaining walls not over 4' high
 - ◇ Sidewalks or driveways not over 30" above grade
 - ◇ Prefab swimming pools less than 24" deep
 - ◇ Window replacement without any structural change
 - ◇ Portable appliances
 - ◇ Replacement of existing siding
 - ◇ Replacement of up to 25% of roof
 - ◇ Replacement of kitchen appliances
 - ◇ Replacement of toilets or sinks
 - ◇ Replacement of a switch, receptacle or light fixture rated 20 amps & 120 volts or less except GFCI protected devices

PLAN REVIEW REQUIREMENTS

Residential plans may be drawn by the homeowner, contractor or a licensed design professional

Two sets of plans with the following information shall be submitted:

Building Plan Review Requirements

- Front, rear and side elevations
- Footing/foundation drawing
- Floor plan
- Framing plan showing floor, ceiling, roof details
- Window and door schedule
- Location of all smoke detectors
- "R" value of wall and ceiling insulation

Plumbing Plan Review Requirements

- Diagram of water system with pipe sizes
- Diagram of drainage and venting system with pipe sizes
- Plumbing fixture types and locations

Mechanical Plan Review Requirements

- Location and size of equipment
- Diagram of air distribution and return air system
- Ventilation and exhaust schedule(s)
- Combustion air requirements for all new appliances
- BTU ratings of new gas-fired appliances
- Diagram of gas piping including pipe sizes

Electrical Plan Review Requirements

- Location of new electrical devices: receptacles, lights, switches, appliances, panels, subpanels and disconnects
- Wiring diagram indicating size and type of wire
- Panel and subpanel schedules

RESIDENTIAL INSPECTIONS

The following inspections are required under the Uniform Construction Code:

Building Inspections

Footing/foundation
Frame
Insulation
Drywall
Final

Plumbing Inspections

Water/sewer open trench
Rough
Final

Mechanical Inspections

Rough
Final
Electrical Inspections
Rough
Service
Final

Please check with the local inspectors to see which of these inspections will be required for your project.

All inspections must be called-in at least 24 hours in advance.

The field copy of the plans must be available to the inspector at the work site for review during inspections.

Please have work to be inspected completed before requesting inspections.