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**Building Division**

**Single Family Dwelling/  
Addition Plan Checklist**

The following items will be required at the time of online permit application:

**SINGLE FAMILY DWELLING**

- Upload ¼" scale legible plans
- Floor plans for all levels with all windows, doors, rooms labeled, and dimensions clearly marked
- Foundation plans including all interior footing locations and dimensions
- Cross section that includes footings, foundation, wall and roof design, including interior and exterior finishes
- Exterior elevations (all sides)
- Indicate wind bracing method if other than continuously sheathed wall panels
- Deck/porch design including footing sizes and locations, joist sizes and spacing, beam sizes and spans, stair and handrail details, roof design if applicable, and all connections
- Upload site plan, septic waiver & valuation form

***All plans shall indicate location, nature, and extent of the work proposed.***

**PLEASE NOTE:**

Permit applications may be submitted at any time, but missing plan details and/or inadequate legibility, may result in a delay of plan review and permit issuance.

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Signature of Applicant

Date