

BUILDING PERMIT APPLICATION SUBMITTAL REQUIREMENTS

RESIDENTIAL ADDITIONS

(Bedroom – Family Room – Kitchen – Attached Garage – Etc.)

- Please read all of the following information.
- The following is a checklist. You must have a “checkmark” in all the sections listed below prior to submitting your application.

_____ “Affidavit of Exemption” 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’ compensation is constructing the dwelling, the attached “Affidavit of Exemption” must be completed and notarized.

_____ A site plan showing the location of the structure, the outside dimensions of the structure, the distances in feet, to the front, sides, and rear property lines, sewage system location and electrical supply location.

_____ Two (2) sets of construction drawings that **show in detail** code compliance for all of the proposed work, to include **but not limited to** the following information;

- _____ 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, 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/Mechanical
- _____ Plumbing
- _____ Electrical

_____ Completed building permit application.

Certified Plan Review Inspector 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 Laurel Municipal Inspection Agency. All fees shall be paid prior to the issuance of the permit. Then use the inspection procedures provided at issuance of permit to have all of the required inspections performed.