



DRAWING REQUIREMENTS FOR A ROOM ADDITION

In order to take out a building permit and construct a room addition, it is necessary to provide drawings that accurately depict the work to be performed and demonstrate that it will be constructed in compliance with applicable building codes. Following is a list and brief description of key elements or “views” that must be provided.

ALL PLANS SHALL BE DRAWN TO SCALE AND SUBMITTED IN PERMANENT FORM (NO PENCELED DRAWINGS WILL BE ACCEPTED). PLANS SHALL INDICATE THE OWNER’S NAME, ADDRESS, PHONE NUMBER, CONTRACTOR’S NAME, ADDRESS, PHONE NUMBER, LICENSE NUMBER, DESIGNER’S NAME, WET SIGNATURE, ADDRESS, AND PHONE NUMBER. PAGES ARE TO BE NUMBERED. 18’X 24” OR LARGER PAPER IS PREFERRED.

TWO SET OF PLANS MUST BE PROVIDED—ONE FOR THE JOB COPY AND ONE FOR OUR FILES.

SITE PLAN

- This is a bird’s eye view of the entire property. This plan shall include the location and dimension of all property lines. Provide a north arrow.
- Show and distinguish between all existing structures and proposed structures.
- Show all setbacks between the addition and adjacent property lines in all directions. Show distance between addition and other portions of the existing structure.
- Show existing and new driveways, walkways, sidewalks, and paving.
- Show address and relationship to adjoining street

FLOOR PLAN

- Recommended scale is $\frac{1}{4}'' = 1'-0''$
- Walls to be drawn to scale and with a straight edge—No single lines may be used to represent a wall.
- Provide all interior and exterior dimensions.
- Show room(s) and layout of all adjoining existing rooms. Show existing windows and doors that will have to be removed or relocated. Show all new windows and doors and call out their sizes.
- If the addition includes a kitchen, utility room or bath, provide a layout of all fixed cabinetry and appliances. Show locations of toilets, showers, bathtubs and closets.
- Plans shall distinguish between what is existing, what is to be removed, and what is proposed.
- Indicate location of braced wall panels. This may alternatively be provided on roof framing plan

FOUNDATION PLAN

- Recommended scale is $\frac{1}{4}'' = 1'-0''$
- Show location of footings and connection to existing foundation. Call out strength of concrete and location of hold-downs.
- Call out bedding materials such as sand, gravel, moisture barrier.
- Specify steel reinforcement of slab and footing.
- Provide all dimensions.
- Reference footing details.

ROOF FRAMING PLAN

- Recommended scale is $\frac{1}{4}'' = 1'-0''$
- This is a birds eye view looking straight down on roof framing members. Show layout spacing of raters or pre-manufactured trusses.
- Call out sizes, lumber grades, and spacing of framing members.
- If there are separate ceiling joists, submit a separate ceiling framing plan or call out joist sizes and

spacing on floor plan.

- Show overhang and line of ridge and hips and valleys. Call out sizes and ridge and hip members.
- Framing members may be drawn as single lines.
- Show location and size of headers.
- Call out roof sheathing material.

FLOOR FRAMING PLAN (for two- story or raised foundation only)

- Show location of bearing walls (or footings) below.
- Call out sizes, lumber grades, and spacing of floor joists.
- Call out size and material of floor sheathing.
- Show straps and hold-downs if applicable.

EXTERIOR ELEVATIONS

- Provide an elevation for each new view that will be visible from the exterior of the house showing window sizes, locations, roof and overhang, siding materials, grade level. Show pitch of roof and roofing material.

CROSS SECTION

- This view is a “slice” taken through the addition. It will show how all the framing members tie together.
- Call out roof/ceiling framing and show slope of roof. Call out roofing material, underlayment and sheathing.
- Call out insulation in the walls and ceiling.
- Call out the drywall or surfacing material on the walls and ceiling.
- Call out exterior surfacing materials.
- Specify sizes and grades of lumber.
- Show blocking, bracing or any special framing members.

DETAILS

- Provide enlarged details for all major connections. Key locations include connections from the roof to the wall and the wall to the foundation. If there is a second story, then a detail between the floors is also necessary.
- Footing details shall specify and show the reinforcement, the anchor bolt size and spacing, the lumber grade of sill plate material. Show depth and width of footing.
- Eave detail shall show method of transferring shear forces from roof sheathing (diaphragm) to wall framing. Include nailing and clips. Show blocking between rafters at wall line.
- Show all other details necessary to clarify major beam connections, footings, and connections to existing construction.

ELECTRICAL PLAN

- This plan may be included on the floor plan.
- Show location of all electrical receptacles, lights, switches and new or existing service panels.
- Show location of all smoke detectors. One is required in each sleeping room (including *existing* rooms) and in each corridor leading to a sleeping room. Smoke detectors in the area of new construction must receive their primary power source from the building wiring. Smoke detectors added in existing bedrooms may be battery operated.
- Show location of Carbon Monoxide detectors. Alarm shall be installed outside of each separate dwelling unit sleeping area in the immediate vicinity of the bedroom(s). On every level of a dwelling unit including basements each sleeping room and at a point centrally located in the corridor or area giving access to each separate living area. For R-1 only, on the ceiling of units with permanently installed fuel-burning appliances.
- Specify which outlets are to be GFI protected.

Plan review can take as little as a couple of hours to as long as a couple of weeks depending upon workload. If there are any omissions or deficiencies, a correction list will be returned to the applicant along with the plans for revision. Once the plans have been reviewed and approved, a building permit can be issued.