

GENERAL PLAN REQUIREMENTS

FOR PRIVATE GARAGES, CARPORTS, SHEDS AND AGRICULTURAL BUILDINGS

If you are drawing your own plans for a garage, carport, porch, storage shed or small pole building, we may have a handout to help you. Upon submitting your plans, please be aware that the plans examiner may not be able to check your plans at the time you bring them into the Building Department. You will be asked to leave your plans for review and we will contact you when the review has been completed. For convenience, you may mail your plans to the address above. Once your plans have been approved, you will be required to come into the Building Department to pick up and sign for your building permit. Normally the plan review and permitting process will take less than a week to complete.

We are looking for clarification as to what you are building and how you are building it. The following are standard methods to relay this information.

- A. Plans are required to be to scale.
- B. Floor plan showing electrical, plumbing and mechanical.
- C. Section through the building from the bottom of the footing up through the roof.
- D. Use this section or sections to call out footing size, wall stud size, joist and rafter size and spacing, siding, roofing, pitch of roof, window and door openings, header sizes, etc. Weatherproofing and attic ventilation shall be required on all structures, please include in plans.
- E. Plot plan showing distance between existing buildings if any, and new building(s) to property lines.
- F. Plans such as pole buildings and garages must specify **engineered manufactured trusses**. The plans are required to have the manufactured truss calculations submitted with the plans at the time of plan review. Pole buildings with manufactured trusses need to detail the connection of the truss to the pole and frame of the structure. All rafter style construction must be engineered and calculations must be provided at the time of plan review.
- G. For plans that are submitted for buildings such as prefabricated steel buildings that do not come with a foundation plan such as a pre-engineered steel building, you shall be required to provide an engineered foundation plan to support the specific loads of that structure.
- H. Any structure over one story in height or built below grade (basement), shall require the submittal of engineered plans. All construction located in a FEMA designated flood zone shall require approved flood-proofing design (may require engineering) contact the Building Department for flood zone information.

Two sets of plans must be submitted. When the plan review is complete, one set of plans will be returned to the permit holder, this set of plans shall be kept on the job site until the project has been completed.

SHEDS UP TO 120 SF DO. NOT REQUIRE A PERMIT, BUT MUST BE ANCHORED AND ANCHORS MUST BE INSPECTED.