



CHECKLIST FOR ACCESSORY STRUCTURES BUILDING PERMIT APPLICATION

All permit applications are submitted through the CSS Portal and must be true and complete including a written Scope of Work narrative.

PERMITS (as applicable)

- ☐ Projects meeting the design requirements by a state licensed Architect must be sealed and dated.
- ☐ Projects meeting the design requirements by a state licensed Professional Engineer must be sealed and dated.

This checklist is designed to help ensure accurate and correct information is submitted for review. Please review the currently adopted codes and amendments in the jurisdiction in which you are applying for a permit.

PLANS & DOCUMENTS (as applicable)

- ☐ The permit application must be complete. Incomplete submittal may result in a delay in review or issuance.
- ☐ Full set of final issued Construction Plans in compliance with applicable sections of the International Building Code, Energy Conservation, Fuel Gas, Mechanical, Plumbing Codes, and National Electrical Code **currently adopted and amended in the jurisdiction in which you are applying.**
- ☐ Construction Cost – total cost of construction only.
- ☐ Prior to approval of building plan, **the Correction items noted on the Plan Review Comment report must be responded to in writing**, and revised documents must be submitted for review. Payment of all fees to all agencies is required to obtain plan and permit approval.
- ☐ When resubmitting plans for re-review, **please provide a complete set of updated plans and a comment response letter detailing how each comment was addressed.** Provide all documents in digital formats only and address responses to the attention of the plan reviewer. If plans are multiple sheets, please combine into one (1) digital plan file. Send complete plan sets. Do not divide.

ACCESSORY STRUCTURES

- ☐ Provide a Scope of Work indicating the proposed use of the structure. Design must meet or exceed the minimum city adopted codes. A code review does not take the place of a Zoning review. Zoning must be approved by the city prior to the code review.
- ☐ Site plan, with North arrow, scaled and dimensioned, showing all existing and proposed structures, easements, setbacks, and property lines.
- ☐ Foundation plan: Slab or Pier and Beam with material specifications, dimensions and reinforcement schedule OR anchorage via tie down system, and anchor system with spacing shown where applicable.
- ☐ Front, Rear and Side Elevations with exterior covering(s) labeled. Flashing details are required for Door and Window openings, and Wall/ Roof and Roof/ Roof intersections.
- ☐ Roof plan with Roof covering material labeled.
 - ☐ Layout showing pitch and all hips, valleys, and ridges (if site built).
- ☐ Ceiling and roof framing layouts (if site built). Material species of lumber, grade, on-center spacing, and span must be shown. Engineered framing materials (wood I-joists) must have the manufacturer's literature attached.

- Scaled and dimensioned Floor Plan indicating each floor with all rooms labeled, ceiling height(s), windows and doors, attic access, and stairway construction, where applicable.
- Fire-resistance rated construction UL Listing and details where required.
- Door sizes and swing are shown with header height, opening width and height, and operability shown.
- Window sizes and type are shown (identify Emergency Escape and Rescue openings and safety glazing where required by Code – **sizes must match Energy Compliance report**).
- Braced Wall Plan (engineered or prescriptive).
- Electrical Power and Lighting Plans, where applicable, ampere rating of panelboard or subpanel, and a riser diagram indicating the method (underground or overhead) of running electricity to the new building. If adding 500sf or more to the existing building load, a load calculation sheet is required.
- Plumbing Plans, where applicable. All Plumbing Fixtures must be shown appropriately spaced.
- Mechanical Plans, where applicable. Manual J/ D/ S reports must be included (typically provided by mechanical contractor).
- PEMB (Pre-Engineered Metal Building) requires engineered plans.
- Energy Compliance details where applicable.
 - Submit a passing energy compliance report prepared in accordance with the City's current adopted Energy Code (Prepared by a qualified individual).
 - e.g. REScheck, IC3. REScheck is free software. See <https://www.energycodes.gov/rescheck> for more information and a link directly from the website without having to download and install.
 - Manual J & S & D with ACCA approved software required for new homes. (These are heating and cooling loads and are typically prepared by Mechanical Contractor).
- Floodplain/ Floodway Report when applicable, *** **ONLY if located in Special Flood Hazard Area and as determined by local Floodplain Administrator.**
 - Elevation Certificate based on construction drawings sealed, signed and dated by a registered land surveyor, if applicable.