

## **Steps to obtain a Building Permit for New Nonresidential, Multi-family (and additions)**

1. Fill out the building permit application and bring along in with the state approved building plan.
2. If this project does not need state approval **two** buildings plans are required. One plan will be returned to you along with the building permit.
3. Your building plans must include the following information:

### **Site plan:**

- Lot dimensions.
- Location of the building or the proposed new addition, as well as any other existing buildings located on the lot.
- Setbacks of the new building or addition from all property lines and other buildings on the lot.
- Include any existing easements.
- Include existing driveways and new driveway additions as well as setbacks from the property line(s).

### **Framing plan shall include:**

- Floor Plan: showing size and location of all doors and windows.
- Structural information such as size of beams, headers and columns, indicate which way the trusses run  
Size and location of all doors and windows.
- Details for construction of bathrooms, ramps, stairs

### **Wall bracing plan:**

- Type of bracing used
- Location of each braced wall line
- Length and location of each braced wall panel
- Overall % of braced wall for each wall segment

### **Structural calculations**

- Showing that the new construction is designed to resist all loads being placed on it. (If the building is over 50,000 cubic feet or the addition these calculations shall be signed and sealed by an Architect or Engineer.)

### **Foundation Plan:**

- Size of footing, foundation and column pads
- Anchor bolt size and location
- Required structural steel size and location

### **Elevations:** Front, Back, Sides

### **Cross Section:**

- Footing and Foundation size
- Identify wall, floor, and roof construction
- Wall, floor and roof insulation

### **Truss Plan and Calculations**

4. Provide Heat Loss. Energy code calculations (Typically Res Check)

Your information will be reviewed and if the inspector has questions or needs more information you will be contacted. Once all information is approved you will be notified to pick up and pay for your permit(s).

Please make sure you call for your inspections. We ask that you call at least one day in advance to request an inspection. Failure to call for an inspection may cause delays in your project and you may be subject to fines. (The applicant can also make an appointment with an inspector if there are any questions or further explanation needed.)

## **When are Inspections Required?**

A variety of inspections are required for any permitted construction. However, examples of the types of inspections that may be required are as follows:

- Soil conditions while excavating for footings and foundation
- Footings (before pouring concrete)
- Foundation Walls and Exterior Drain Tile (before backfilling)
- Interior Drain Tile (before pouring basement floor concrete)
- Rough Plumbing (after plumbing is done, and before work is covered up)
- Rough Electrical (after electrical is done, and before work is covered up)
- Rough Framing (before insulating)
- Rough HVAC (after system is installed, and before work is covered up)
- Insulation (before wall and ceiling finish is applied)
- Ceiling inspections after grid is installed and before any ceiling tile are installed including border tile.
- Masonry work applied to exterior of building (before installation)
- Final Plumbing
- Final Electrical
- Final HVAC
- Final Building Inspection (before moving in)

When you are ready to have your project inspected please call 715-486-2016 to schedule inspections. Failure to call for the required inspections can lead to delays or costs in the project and may lead to a fine. The owner is ultimately responsible to call in for all inspections.