



## **Building Inspection Division**

Madison Municipal Building, Suite 017  
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### **Building Plan Submission Check List** **Addition- Enclosed Unheated (Porch, 3 Season Room, Sunroom)**

- Completed [Building Permit Application Data Sheet](#)
- TWO complete plan sets containing all of the following items and information
  - All plan elements clearly drawn to scale, scale must be clearly identified on plan set
  - Site plan
    - Identify and dimension all lot lines
    - Identify and dimension all building and site features
    - Dimension distances from building to the lot lines
  - Elevation view
    - Detail exterior appearance of the building for each side elevation, label direction of each elevation
      - Identify the type of exterior materials used
      - Dimension building elevations for width, eave height, peak height, size and configuration of doors, windows, roof, chimneys, exterior grade, footings and foundation walls
  - Foundation plan
    - Detail building outline and foundation
    - Label and dimension the size and depth for all column footings, frost walls, and grade beams
  - Floor plan
    - Detail a separate view of each building level
    - Dimension the building perimeter
    - Detail and dimension location of all walls, doors, and windows
      - Dimension opening sizes of all doors and windows
    - Label use of all rooms
  - Section View
    - Detail construction from the bottom of the footing to the top of the roof
      - Dimension and detail the floor, roof, and wall construction
        - Identify and dimension all anchor bolts
        - Identify and dimension ceiling heights for each building level
        - Identify and dimension footing and foundation location, thickness, and materials used
        - Identify and dimension wall sheathing location, thickness, and material used
        - Identify and dimension wall and floor lumber size and material used
  - Framing plans
    - Floor framing plan for each building level
      - Dimension and locate material used and sizes of all beams, columns, and joists
      - Dimension and locate material used and sizes for all door and window headers
    - Roof Framing plan
      - Detail truss or rafter layout
    - Wall bracing
      - Identify and dimension the locations and methods of all wall bracing
        - Provide calculations that show the wall bracing is adequate
    - Detail any special framing requirements