



Department of Planning & Community & Economic Development

Building Inspection Division

Madison Municipal Building, Suite 017
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Building Plan Submission Check List **Screen Porch Addition (No Heat, No Windows)**

- 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
 - Detail any special framing requirements