

REQUIREMENTS FOR BUILDING A PORCH ENCLOSURE & SUNROOMS

One (1) Application – Must be filled out in detail and signed.

If owner is doing the work they must sign the
Property Owner Affidavit.

One (1) Erosion and Sediment Control Form – Must be filled out in detail and signed.

Two (2) copies of Plot Plans – Must show all lot dimensions, building dimensions and setbacks from all lot line and other buildings on the same lot.

Two (2) copies of Foundation/Slab detail - (including footing, depth and size)
Show location of foundation vents and crawl access. Provide location of footings, piers and spacing. Label girder and beam sizes, spans and spacing.

Two (2) copies of Floor plans - Show location and size of window and doors and headers.
Including the location of existing glazing in doors and windows near new stairs to be built.
Provide dimensions between doors and windows.
Also show the distance between the corners of the building and the windows and doors. Provide drawings that show the access from the addition to the existing house.

Two (2) copies of Wall Cross Sections- Show detail on how the enclosure is to be constructed. (Samples available upon request)

Two (2) copies of Exterior Elevation drawings – Provide views from front and sides of the finished structure.

Two (2) copies of a Site Soils Report may be required (Refer to GIS Soils Map and Soil Policy attached)

PLEASE NOTE: Sub-trade permits (Electrical, Plumbing and Mechanical) may be required in addition to the Building Permit.

PLEASE CONTACT MISS UTILITY PRIOR TO DIGGING TO MARK ALL UTILITY LINES.