



Department of Planning & Community & Economic Development

Building Inspection Division

Madison Municipal Building, Suite 017
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Building Plan Submission Check List – Prefabricated Addition, Unheated

- ☐ 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
 - ☐ Engineered plans and supplemental design documents
 - ☐ Engineered plans for addition, including index page showing design loading criteria
 - ☐ Span tables for wall/window panels
 - ☐ Span tables and/or ICC report for roof panels
 - ☐ Span table and/or ICC report for floor panels
 - ☐ Existing house plans
 - ☐ Show location/type of existing foundation where addition will be attached
 - ☐ Label existing door and window sizes between house and addition
 - ☐ Label existing header size/type for existing openings between house and addition
 - ☐ Label use of existing room adjacent to addition
 - ☐ Elevation views specific to the project and showing the existing house and connection to addition
 - ☐ Detail exterior appearance of the building for each side elevation, label direction of each elevation
 - ☐ 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- site specific, including adjacent decks, landings, and stairs
 - ☐ Detail building outline and foundation
 - ☐ Label and dimension the size and depth for all column footings, frost walls, and grade beams
 - ☐ Alternate foundation products including helical piles- provide DSPS product approval for specific brand/installer
 - ☐ Floor plan specific to the project
 - ☐ Dimension the building perimeter
 - ☐ Detail and dimension location and opening sizes of all walls, doors, and windows (label as new or existing)
 - ☐ Label use of all rooms, including existing room adjacent to addition
 - ☐ Section View
 - ☐ Detail construction materials from the bottom of the footing to the top of the roof
 - ☐ Dimension and detail the floor, roof, and wall construction
 - ☐ Identify and dimension ceiling heights for each building level
 - ☐ Identify and dimension footing and foundation location, thickness, and materials used
 - ☐ Floor framing plan for each building level, including adjacent decks, landings, and stairs
 - ☐ 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- layout of engineered roof panels, trusses, or rafters
 - ☐ Wall bracing for wind load transfer to existing house
 - ☐ Provide a plan and calculations that show the wall bracing is adequate to transfer wind load from addition to existing foundation