



Department of Planning & Community & Economic Development

Building Inspection Division

Madison Municipal Building, Suite 017
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Building Plan Submission Check List – Modular Home Installation

- ☐ Completed [Building Permit Application Data Sheet](#)
- ☐ Copy of DSPS modular plan approval letter or email
- ☐ Copy of DSPS approved modular home floor plans, elevations, framing plans, section view, etc.
- ☐ Completed [Erosion Control Plan](#)
- ☐ TWO complete physical plan sets, or one digital set, containing all 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
 - ☐ Foundation plan
 - ☐ Detail building outline and foundation
 - ☐ Label and dimension the size and depth for all column footings, frost walls, and grade beams
 - ☐ Label locations of helical piles and provide DSPS product approval document for specific brand/installer
 - ☐ Plans for any additional site-built structures (basement, crawl space, decks, porches, landings, stairs, etc).
 - ☐ Floor plans (for example, a full basement floor plan)
 - ☐ Dimension the building perimeter
 - ☐ Detail and dimension location and sizes of all walls, 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 ceiling heights for each building level
 - ☐ Identify and dimension footing and foundation location, thickness, and materials used
 - ☐ Identify and dimension insulation location, thickness, material used, and R-values
 - ☐ Identify and dimension wall sheathing location, thickness, and material used
 - ☐ Identify and dimension wall and floor lumber size and material used
 - ☐ Floor framing plan for each building level (i.e. deck, landing, porch, etc)
 - ☐ 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
 - ☐ Wall bracing and roof framing plans, as needed for site-built elements not included in DSPS modular plan approval