



Department of Planning & Community & Economic Development

Building Inspection Division

Madison Municipal Building, Suite 017
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Building Plan Submission Checklist **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