

DRAWINGS & REQUIREMENTS TO OBTAIN BUILDING PERMITS

The drawings and specifications submitted with the application for permit shall give the name and address of the owner of the building, the purpose for which the building or structure is to be used, its location and the name and address of the architect, engineer or other persons by whom the drawings and specifications were prepared.

When quality of material is essential for conformity to the Code, specific information shall be given to establish such quality; in no case shall the Code be cited ("as per code") or the term "legal" or its equivalent be used as a substitute for specific information.

A set of specifications shall accompany each set of drawings submitted for a permit, describing all the materials to be used and the work contemplated to be done. No separate specifications shall be required for one (1) or two (2) family dwellings or when the required information to show compliance is fully indicated on the drawings. Drawings and specifications shall be submitted in quantities as required below:

- All projects: three (3) complete sets
- Additional sets as may be required due to complexity or scope of project.

Drawings:

The drawings to be filed for building permit shall consist of documents to adequately describe the work necessary to ascertain compliance with the code, such as:

- a plot or site plan (See other side of page)
- a foundation and footing plan; basement plan
- a floor plan or each floor or partial floor; roof plan
- an exterior elevation of each exterior wall surface
- such additional drawings as may be necessary to fully illustrate and show the type, size and other dimensions of all structural parts and service equipment of the building/structure, except as otherwise set forth in the Code

1. All drawings shall be made by an approved duplication process that will not fade or obliterate within ten (10) years. All drawings shall be to a scale that will clearly show the work to be done, but in no event less than $\frac{1}{8}$ inch equals one foot, (surveys min. 1" equals 50 feet) for one (1) or two (2) family dwellings. Smaller-scale drawings may be used on other projects, as appropriate, but provided that adequate details exist.

2. All distances, heights, dimensions, thickness and size of walls, supporting members, structural parts and openings shall be accurately listed by legible figures and the drawings made accurate and complete.

3. The drawings shall show pertinent parts of the structures to be constructed. In other than one (1) or two (2) family dwellings, show the service equipment and ancillary mechanical trades work planned including but not limited to: entire sewage system, drain, soil, waste and vent pipes, location of all plumbing fixtures, hot water heaters, furnaces, steam or hot air riser ducts, cold air registers, steam or hot water radiators, plenum chambers, fans, ventilation ducts and flues, smoke flues, elevator hatchway enclosures, refrigerating units, gas heating outlets, electric wiring outlets including outlets for heating units, motors, generators and transformers.

4. Special Requirements of Plans. The plans for each room, apartment or part of the building or structure shall be clearly lettered, showing the purpose for which the same is designed to be used. If the room or part of the building or structure is to be used for any purpose for which the various sections of the Code restrict or limit number of persons to be assembled or accommodated therein, the plans shall be clearly lettered to indicate the prescribed limitation(s).

5. Superimposed and Typical Plans. Nothing in this section shall be construed so as to prevent the drawing of several of the floor plans superimposed over each other, providing that when there is any change or deviation in the parts, such changes and deviations shall be distinctly dimensioned and noted, and providing further that when there is a terrace, block or group of buildings or part of such terrace, block or group, it shall be shown on the block plan and each such district building or part shall be classed as one building and separate permits issued accordingly.

Plot and/or Site Plans.

The plot plan shall consist of a plan of the lot or site upon which it is intended to build, erect, alter or add to such building or structure, which plan shall be based on an on-site topographic survey, prepared and certified by a land surveyor. The plot plan shall be drawn to a uniform scale; all required data, the scale and compass points shall be legibly marked on the plan(s) (see D above).

For the purpose of the section, the record plan for the subdivision or plot may be used as the required plot plan, provided that it bears the outline of the buildings or structures shown on the appropriate lot with dimensions to show the exact location with respect to the lot lines.

A separately prepared plot or site plan may be submitted, so long as it identifies fully the survey or other document on which it is based, and provided that a copy of the survey or other document is also attached to the set of drawings:

In any event, the plot or site plan shall show:

- the location of the lot under construction consideration (where not part of active subdivision)
- the bearings on each side of the property with lengths and angles
- the location of all easements and right-of-way on the lot
- the location of other facilities or structures existing on the lot
- the width of the streets, alleys or access road upon which the lot abuts
- the sidewalk and curb lines thereof; and fire hydrant locations
- the location of the new or proposed building(s) or other structure(s)
- the plan of the first story in heavy lines with all projections shown in broken lines
- the dimensions of the body of the building, its projection(s) and the distance thereof from adjoining street or lot lines
- distances to all other buildings, proposed or existing on the same lot
- accurate grading and drainage information determining existing and proposed grades of the floors building(s), and outside earth placement in relation to public streets, sewers, storm drainage lines and adjoining properties. This grading and drainage information shall properly and completely reflect the requirements of Section B5 of this Code.
- accurate flood damage prevention information, where applicable, determining existing and proposed grade elevations of the building(s) floors, including basements and outside earth placement in relation to the grading information noted above, and the Code provisions in Section B6 and the referenced standard(s).
- all utility locations appurtenant to the property including storm sewers, sanitary sewers, water lines, overhead transmission lines, poles, guy wires, markers, inlets, manholes, etc.
- underground gas, electric and telephone lines to be shown by easement location only; additional data required to be obtained from United Utilities Protection Services or agency involved (sizes, actual locations, etc.).

Where plot plans indicates a conflict with or an encroachment into an easement, right-of-way or facility of a public utility or public authority the Building Official shall require the applicant to notify the utility or authority concerned, and shall allow seven (7) days for the return of approval from such utility or authority or the denial of same. No permit will be issued without the required approval.