



## **ROOM ADDITION CONSTRUCTION GUIDE**

### **Application and Required Approvals**

Bring copies of the following documents to our office and apply for approval.

1. Application completed and signed by applicant. To complete the application, you will need all project information including Street No., name and parcel ID (contact the Auditor's office, 732-7150).
2. Applicable fees paid.
3. Flood plain determination and/or Flood Plain Development Application, if required.
4. Provide a Zoning permit or Letter of Approval from your local Township or Village.
5. Private/On-Site System - If property has septic or cistern, obtain approval from the Public Health District.

Plan review can take 5-7 days to complete. Once plan review is complete, someone from our office will contact you with next steps. If corrections are needed there will instructions on how to resubmit sent to you, along with a plan review letter outlining what needs to be corrected on the plans.

Plans from a lumber supplier, or computer generated plans are acceptable if you have added or included all dimensions, spacing, lumber species, sizes and spans, and any other needed information on the line drawings. Electric and heating drawings do not need to be drawn-out, but will be inspected in the field for compliance.

### **Plans Required (Digital)**

**Site Plan** Draw room addition on your site plan. Show distances to other structures and from property lines. A site plan prepared by a licensed engineer or surveyor is NOT required in most cases.

**Elevations**

**Footer/Foundation Plan**

**Floor Plan** including existing floor plan, with room titles

**Structural cross section/framing details**

### **Design Requirements**

Frost depth for footings is 30". Provide Engineered Truss drawings and trusses must be installed per the engineered drawing. See the Residential Plan Review Checklist for an example of the design elements we will review. The items on this list will be examined and any other issues that may pertain to your project.

### **Required Inspections**

**Footing Inspection:** Inspection will be made after excavation, but before concrete.

**Rough Inspection:** After all utilities and fire stopping, but before insulation.

**Rough Energy Inspection:** Once insulation has been placed.

**Final Inspections:** When the project is complete.