



ROOM ADDITION CONSTRUCTION GUIDE

Application and Required Approvals

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

1. Two (2) complete sets of construction documents and site plans.
2. 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).
3. Applicable fees paid.
4. Flood plain determination and/or Flood Plain Development Application, if required.
5. Provide a Zoning permit or Letter of Approval from your local Township or Village.
6. Private/On-Site System - If property has septic or cistern, obtain approval from the Public Health District.

We will review your plans by 11:00 a.m. the first business day after your submittal. Call the office after 11:00 am to verify plans were approved. If there are corrections to be made you will need to return to our office and pick up your drawings along with the correction list. Drawings will need to be corrected and returned to our office for review.

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 (2 complete sets)

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.

Final Inspection: When the project is complete.