



Building Permit Application *Single Family or Duplex*

CHECKLIST:

Please make sure that your application for a building permit for a single family dwelling or two family dwelling includes **ALL** of the following information. Please contact Community Development Office if you have any questions.

1. The completed application form provided by the City.

2. Complete set of building plans.

- Show building exactly as being built.*
- Floor plan with elevations.*
- Footing/Foundation:*
 - Minimum frost depth,
 - For basement and crawlspace construction, a description of footing material and dimensions, as well as foundation wall material and dimensions and maximum depth of unbalanced fill being supported, and dimensions of any internal piers,
 - For slab-on-ground construction, a description of the slab and haunch details used.

3. Wood-Framed Floors:

- Live loads being supported, size of joists, type of joist (solid sawn or engineered), span of joists, spacing of joists, minimum required wood grade of joists, span/material/dimensions of intermediate girders, anchorage requirements (anchor bolts/straps-number, spacing, size, etc.), type/minimum required grade of floor sheathing.

4. Wood-Framed Walls:

- Size (2x4, 2x6) and spacing of studs, minimum required wood grade,
- Size/span/material of headers,
- Type of lateral support (structural, let-in braces, etc.).

5. Wood-Framed Roofs:

- Live loads being supported, size of members, type of member (solid sawn, truss, or engineered item), spacing, minimum required wood grade of members, means of anchorage to wall.

6. Wind and/or Snow Load:

- A description of shearwall construction/location or other means used to counteract horizontal or overturning forces,
- A description of the methods used to establish continuous load paths in the structure.

7. Complete Electrical, Plumbing, Fuel Gas, & Mechanical Plans.

(Size and location to include but not limited to):

- | | |
|---|--|
| <input type="checkbox"/> Panel, | <input type="checkbox"/> Back Flow, |
| <input type="checkbox"/> Meter can, | <input type="checkbox"/> Sewer Line, |
| <input type="checkbox"/> Arc fault, | <input type="checkbox"/> Wiring & Panel Diagram, |
| <input type="checkbox"/> GFI's, | <input type="checkbox"/> HVAC System, |
| <input type="checkbox"/> Smoke Detectors, | <input type="checkbox"/> Water Heater, |
| <input type="checkbox"/> Exhaust Fans, | <input type="checkbox"/> DWV, |
| <input type="checkbox"/> Water Service, | <input type="checkbox"/> Fuel Gas. |
| <input type="checkbox"/> Water Lines, | |

8. Exception:

- Complete Plans are not required for work of minor nature.

ALL PLANS WILL BE REVIEWED TO ASSURE COMPLIANCE WITH THE INTERNATIONAL BUILDING CODES. INCOMPLETE PLANS WILL BE RETURN FOR COMPLETION.

9. Site plan drawn to scale by Registered Land Surveyor

- | | |
|--|---|
| <input type="checkbox"/> Legal Description with subdivision names, lots and block numbers. | <input type="checkbox"/> Flood zones if applicable |
| <input type="checkbox"/> Lot lines & lot dimensions | <input type="checkbox"/> Adjacent street (s) |
| <input type="checkbox"/> Existing structures | <input type="checkbox"/> Location of driveways, sidewalks and utility easements |
| <input type="checkbox"/> Proposed Structures | <input type="checkbox"/> North arrow & scale of site plan |
| <input type="checkbox"/> Distances from all structures to property lines | <input type="checkbox"/> Zoning |

10. Plot Plan (by Registered Land Surveyor):

- Location of the building of the building on the site, as well as required setbacks, easements, property lines.

The City of Richmond has adopted the following codes with revisions. *(Please contact Community Development Department for the complete list of revisions)*

- **2015 International Residential Code**
- **2015 International Building Code**
- **2015 International Existing Building Code**
- **2015 International Plumbing Code**
- **2015 International Fire Code**
- **2015 International Mechanical Code**
- **2015 International Fuel Gas Code**
- **2014 National Electrical Code**