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):
   - ☐ Panel,
   - ☐ Meter can,
   - ☐ Arc fault,
   - ☐ GFI's,
   - ☐ Smoke Detectors,
   - ☐ Exhaust Fans,
   - ☐ Water Service,
   - ☐ Water Lines,
   - ☐ Back Flow,
   - ☐ Sewer Line,
   - ☐ Wiring & Panel Diagram,
   - ☐ HVAC System,
   - ☐ Water Heater,
   - ☐ DWV,
   - ☐ Fuel Gas.

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**
   - ☐ Legal Description with subdivision names, lots and block numbers.
   - ☐ Lot lines & lot dimensions
   - ☐ Existing structures
   - ☐ Proposed Structures
   - ☐ Distances from all structures to property lines
   - ☐ Flood zones if applicable
   - ☐ Adjacent street (s)
   - ☐ Location of driveways, sidewalks and utility easements
   - ☐ North arrow & scale of site plan
   - ☐ 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)*

- **2021 International Residential Code**
- **2021 International Building Code**
- **2021 International Existing Building Code**
- **2021 International Plumbing Code**
- **2021 International Fire Code**
- **2021 International Mechanical Code**
- **2021 International Fuel Gas Code**
- **2020 National Electrical Code**