



PLAN SUBMISSION REQUIREMENTS – GARAGES, SHEDS AND BARNs

THE FOLLOWING ITEMS MUST BE SUBMITTED FOR A COMPLETE PLAN CHECK:

1. Pay \$100.00 deposit fee. The balance of the permit will be paid at the time the permit is issued.
2. Complete the permit application form. Be sure to include:
 - a) Owner.
 - b) Building address.
 - c) General Contractor's name, address, license number and phone number.
 - d) Sub-contractors' names, addresses, license numbers and phone numbers.
3. Submit 2 copies of the site plan showing the location of the structure on the property. The site plan must:
 - a) Be drawn to scale.
 - b) Show locations of any existing buildings.
 - c) Dimension distances from the proposed structure to property lines and adjacent structures.
 - d) Show locations of any easement.
4. Submit 2 sets of plans drawn to scale and should include:
 - a) A floor plan showing:
 - 1) Proposed use for each room.
 - 2) Proposed location and size of windows and doors.
 - 3) Any proposed electrical, plumbing and mechanical.
 - 4) Braced wall panel locations, lengths and strapping details.
 - b) A framing plan showing:
 - 1) Wall and roof framing, member type, size and spacing.
 - 2) Header sizes at openings.
 - 3) Wall and roof sheath thickness, type and nailing schedule.
 - 4) Footing and foundation with required reinforcement.
 - 5) Treated or redwood sill plate with anchor bolt size and spacing.
 - 6) Solid rotational blocking between trusses.
 - c) A cross section with all applicable information showing:
 - 1) Roof and wall covering material and underlayment.
 - 2) Heights of walls.
 - 3) Exterior wall and ceiling insulation R-values, if applicable.
 - 4) Attic access and attic ventilation
5. Engineering lateral analysis is required for structures having 35' between braced wall lines, a single room with an area greater than 900 sq ft.
6. Building Height to be no taller than 18 ft to top plate.