



PLAN SUBMISSION REQUIREMENTS GARAGES, BARNs, AND SHEDS

1. Pay \$100.00 deposit fee. This will be applied to the total permit amount.
2. Complete permit application form. Be sure to include:
 - a. Owner
 - b. Building address
 - c. All applicable contractor's information
3. Submit **PDF** 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 proposed structure to property lines and adjacent structures
 - d. Show locations of any easements
4. Submit **PDF** of plans drawn to scale and includes:
 - a. A floor plan showing:
 - (1) Proposed use for each room
 - (2) Proposed location and size of windows
 - (3) Any proposed electrical, plumbing and mechanical
 - 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
 - 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