



## Building Inspection Division

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### **Building Plan Submission Check List – Prefabricated Addition, Unheated**

- Completed [Building Permit Application Data Sheet](#)
- TWO complete plan sets containing all of the following items and information
  - All plan elements clearly drawn to scale, scale must be clearly identified on plan set
  - Site plan
    - Identify and dimension all lot lines
    - Identify and dimension all building and site features
    - Dimension distances from building to the lot lines
  - Engineered plans and supplemental design documents
    - Engineered plans for addition, including index page showing design loading criteria
    - Span tables for wall/window panels
    - Span tables and/or ICC report for roof panels
    - Span table and/or ICC report for floor panels
  - Existing house plans
    - Show location/type of existing foundation where addition will be attached
    - Label existing door and window sizes between house and addition
    - Label existing header size/type for existing openings between house and addition
    - Label use of existing room adjacent to addition
  - Elevation views specific to the project and showing the existing house and connection to addition
    - Detail exterior appearance of the building for each side elevation, label direction of each elevation
      - Dimension building elevations for width, eave height, peak height, size and configuration of doors, windows, roof, chimneys, exterior grade, footings and foundation walls
  - Foundation plan- site specific, including adjacent decks, landings, and stairs
    - Detail building outline and foundation
    - Label and dimension the size and depth for all column footings, frost walls, and grade beams
    - Alternate foundation products including helical piles- provide DSPPS product approval for specific brand/installer
  - Floor plan specific to the project
    - Dimension the building perimeter
    - Detail and dimension location and opening sizes of all walls, doors, and windows (label as new or existing)
    - Label use of all rooms, including existing room adjacent to addition
  - Section View
    - Detail construction materials from the bottom of the footing to the top of the roof
      - Dimension and detail the floor, roof, and wall construction
        - Identify and dimension ceiling heights for each building level
        - Identify and dimension footing and foundation location, thickness, and materials used
  - Floor framing plan for each building level, including adjacent decks, landings, and stairs
    - Dimension and locate material used and sizes of all beams, columns, and joists
    - Dimension and locate material used and sizes for all door and window headers
  - Roof Framing plan- layout of engineered roof panels, trusses, or rafters
  - Wall bracing for wind load transfer to existing house
    - Provide a plan and calculations that show the wall bracing is adequate to transfer wind load from addition to existing foundation