



Building Inspection Division

Madison Municipal Building, Suite 017
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Building Plan Submission Check List – Modular Home Installation

- Completed [Building Permit Application Data Sheet](#)
- Copy of DSPS modular plan approval letter or email
- Copy of DSPS approved modular home floor plans, elevations, framing plans, section view, etc.
- Completed [Erosion Control Plan](#)
- TWO complete physical plan sets, or one digital set, containing all 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
 - Foundation plan
 - Detail building outline and foundation
 - Label and dimension the size and depth for all column footings, frost walls, and grade beams
 - Label locations of helical piles and provide DSPS product approval document for specific brand/installer
 - Plans for any additional site-built structures (basement, crawl space, decks, porches, landings, stairs, etc).
 - Floor plans (for example, a full basement floor plan)
 - Dimension the building perimeter
 - Detail and dimension location and sizes of all walls, doors, and windows
 - Label use of all rooms
 - Section View
 - Detail construction 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
 - Identify and dimension insulation location, thickness, material used, and R-values
 - Identify and dimension wall sheathing location, thickness, and material used
 - Identify and dimension wall and floor lumber size and material used
 - Floor framing plan for each building level (i.e. deck, landing, porch, etc)
 - 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
 - Wall bracing and roof framing plans, as needed for site-built elements not included in DSPS modular plan approval