



Department of Planning & Community & Economic Development

Building Inspection Division

Madison Municipal Building, Suite 017

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Building Plan Submission Checklist- Pergola

- 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
 - Elevation view
 - Detail exterior appearance of the building for each side elevation, label direction of each elevation
 - Identify the type of exterior materials used
 - 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
 - Detail building outline and foundation
 - Label and dimension the size and depth for column footings, frost walls, or thickened edge slab
 - Framing plans
 - Dimension and label size and type of lumber or material used for all beams, columns, joists, and rafters
 - Detail any special framing requirements