



Department of Planning & Community & Economic Development

## **Building Inspection Division**

Madison Municipal Building, Suite 017  
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### **Building Plan Submission Checklist** **Screen Porch Addition (No Heat, No Windows)**

- ☐ 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 all column footings, frost walls, and grade beams
  - ☐ Floor plan
    - ☐ Detail a separate view of each building level
    - ☐ Dimension the building perimeter
    - ☐ Detail and dimension location of all walls, doors, and windows
      - ☐ Dimension opening sizes of all 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 all anchor bolts
        - ☐ Identify and dimension ceiling heights for each building level
        - ☐ Identify and dimension footing and foundation location, thickness, and materials used
        - ☐ Identify and dimension wall sheathing location, thickness, and material used
        - ☐ Identify and dimension wall and floor lumber size and material used
  - ☐ Framing plans
    - ☐ Floor framing plan for each building level
      - ☐ 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
      - ☐ Detail truss or rafter layout
    - ☐ Detail any special framing requirements