Department of Planning & Community & Economic Development
Building Inspection Division
Madison Municipal Building, Suite 017
215 Martin Luther King Jr. Blvd.
P.O. Box 2984
Madison, Wisconsin 53701-2984
Phone: (608) 266-4551

Building Plan Submission Check List
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

Note: All required items are outlined in Wisconsin State Legislature SPS 320