

BRIDGEPORT CHARTER TOWNSHIP
REQUIREMENTS TO OBTAIN A BUILDING PERMIT
ADDITIONS

This list is provided as a guide to help with the understanding of the information that must be provided on the construction drawings. It should be given to the person preparing your drawings. *Submit **all** of the required information to avoid delays in the permit process*

ADDITION construction drawings submitted for review* must contain the following information:

1. **Two sets** of construction drawings meeting the following requirements:
 - ✓ Drawn to scale in a draftsman-like manner. Scale not less than 1/8" = 1 '0"
 - ✓ Drawings must be clear and readable

2. **Two sets - Site plan drawings** must contain the following information:
 - ✓ Size and location of new construction and existing structures on site
 - ✓ Distance from lot lines to all structures
 - ✓ Location of septic, well, driveway, county drains, easements and road right-of-way
 - ✓ All decks and landings on site existing or proposed
 - ✓ Flood plain sites require special construction methods (if applicable)

3. **Two sets - Foundation plan drawings** must contain the following information:
 - ✓ Footing and column pad size and layout with all dimensions
 - ✓ Beam size and column spacing
 - ✓ Pier height
 - ✓ Basement floor thickness, vapor barrier and 4-inch stone base
 - ✓ Foundation wall type, thickness, and height
 - ✓ What is the type, width and depth of existing foundation
 - ✓ Must tie proposed foundation to existing foundation, explain how?

4. **Two sets - 1st and 2nd floor plan drawings** with the following information:
 - ✓ Full dimensions and use of all rooms, proposed and existing
 - ✓ Floor joist direction, size, spacing, span and lumber species
 - ✓ Ceiling height of all rooms
 - ✓ Size of all doors and windows, style of windows
 - ✓ Header material, size, span and number of jack studs under each end at all openings in bearing walls
 - ✓ How will new floor joists be attached to existing building?
 - ✓ Will new floor height match existing?
 - ✓ All sleeping rooms must have at least one operable window or exterior door, approved for emergency egress, 5.7 sq. ft. of open able area, 24" height and 20" width, 44" sill to floor maximum
 - ✓ Location of all smoke detectors new and existing (**see smoke detector information in back of this packet**)
 - ✓ Show location of existing water meter and shut off

****Please note: Any change made to the drawings or changes made during construction must be discussed with the building inspector before proceeding. Failure to notify the building inspector could result in delay of your project and may result in significant added expense to the project.***

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5. **Two sets - Building or wall section drawings** with the following information: (Depending on the complexity of your project, more sections or details may be required.)
 - ✓ Footing and foundation wall size, type and height
 - ✓ Foundation wall waterproofing/damp-proofing, drain tile and sump crock
 - ✓ Location of finish grade
 - ✓ Interior finish and thickness
 - ✓ Wall and ceiling insulation thickness and type
 - ✓ Type of exterior covering
 - ✓ Anchor bolt size and spacing or other code approved anchor and spacing
 - ✓ Size and spacing of wall studs and sheathing thickness
 - ✓ Type and thickness of floor sheathing and finish flooring

6. **Two sets – Roof framing plan** indicating the location, direction, size, spacing, span and lumber species of all roof and ceiling framing members.
 - ✓ Show where support for all concentrated loads from ends of hip and valley rafters, ridge board, cantilevers and girder truss.
 - ✓ Roof sheathing thickness and type
 - ✓ Ice shield and felt
 - ✓ Attic ventilation type and amount
 - ✓ Ceiling insulation type and thickness
 - ✓ Include roof pitch for all portions of the roof
 - ✓ Attic access 22" x 30" minimum

Truss layout and truss design drawings must be on site for rough frame inspection.

7. **Two sets - Building Elevations**
 - ✓ Front, sides and rear with roof pitch

All doors and stairs must have at landing at each side. These must be the width of the door or stair served and 36" out from either. The landing can not be more than 8" below the door threshold. This includes side hinged doors only.

Crawl space information Ventilation required within 3 feet of each corner

- ✓ One square foot of crawl space ventilation for every 150 square feet of floor area
 - ✓ 18" X 24" access required
 - ✓ Clearance between ground and floor joists must be at least 18 inches
 - ✓ Clearance between ground and wood beams must be at least 12 inches
 - ✓ Crawl space areas must be insulated, can be on foundation walls or between floor joist
- New top plates should overlap existing top plates to tie into building
 - Will existing heating unit be adequate for entire building?

