

## CUSTOMER ASSISTANCE GUIDE

### BUILDING PERMIT APPLICATION SUBMITTAL REQUIREMENTS

#### RESIDENTIAL ADDITIONS AND NEW CONSTRUCTION

**(Bedroom - Family Room - Kitchen - Attached Garage - Etc.)**

- ❖ Please read all of the following information.
- ❖ The following is a checklist. You must have a "checkmark" in all the sections listed below prior to submitting your application.

- \_\_\_\_\_ Septic System Design (3 copies) or Sewer Entrance if applicable.
- \_\_\_\_\_ A site plan showing the proposed addition, the outside dimensions the structure, the distances in feet, to the front, sides, and rear property lines.
- \_\_\_\_\_ Two (2) sets of complete construction documents that show in detail code compliance for all of the work proposed, to include but not limited to the following information.

Floor plan showing size of all rooms

Footing detail, including depth below frost line, thickness, width and rebar.

Type of foundation, showing type of masonry, waterproofing & anchorage of addition to foundation.

Roof rafter size - species and grade of wood.

Rafter spacing (16' on center, 24" on center etc.)

Thickness and type of roof sheathing

Ceiling joist size and spacing.

Floor joist size and spacing.

Wall sections showing top and bottom plates and headers.

Location and size of all beams.

Sizes of all doors.

Window type - including sizes and the net clear opening dimensions of all sleeping room windows. (emergency egress).

Smoke alarms - number and placement.

Electrical

Stairs (riser height maximum 7 ¾ tread depth minimum 10")

Guardrail (34" minimum measured vertically from nose of thread)

Width of stairs (36" minimum)

Completed Building permit application.

Paris Code Enforcement Officer will review plans submitted to determine code compliance. If the minimum submittal requirements are not met, we will ask the applicant to supply additional information. If the minimum requirements are met the plans will be marked "approved". A building permit will be issued and the applicant will be notified when they can pick-up the permit at the Town Office. Building Permit fees shall be paid after the review and issuance of the permit. Then during construction, the inspection procedures of all the required inspections must be performed to receive the Certificate of Occupancy.

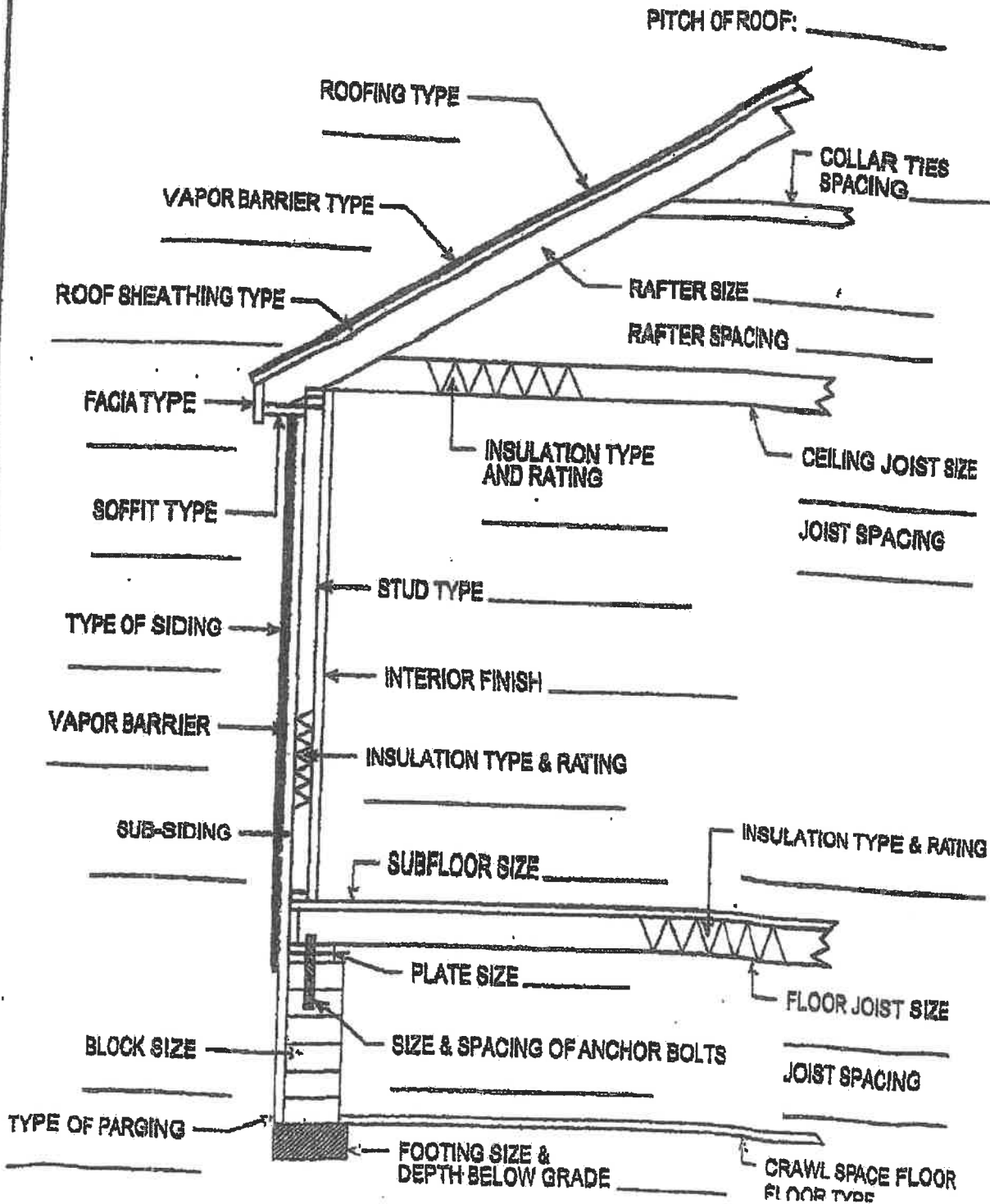
Owner \_\_\_\_\_  
Address \_\_\_\_\_

Municipality \_\_\_\_\_

Permit # \_\_\_\_\_

## TYPICAL CROSS SECTION

FILL IN THE BLANKS



**CUSTOMER ASSISTANCE GUIDE**  
**BUILDING PERMIT APPLICATION SUBMITTAL REQUIREMENTS**  
**DECKS**

- ❖ Please read all of the following information.
- ❖ The following is a checklist. You must have a "checkmark" in all the sections listed below prior to submitting your application.

\_\_\_\_\_ A site plan showing the proposed deck, the width and length of the deck, the distances in feet, to the front, sides, rear property lines, and the height of floor surface above grade at highest point.

\_\_\_\_\_ Two (2) sets of construction drawings that show in detail code compliance for all of the work proposed, to include but not limited to the following information.

Floor joist size, species and grade of wood.  
Floor joist spacing (16" or center, 24" on center etc. :)  
Span of floor joist (clear distance between supports)  
Attachment to existing structure (bolts or lags, with sizes and spacing)  
Depth of post footing below finished grade. (Shall be below frost line)  
Guardrail height from floor of deck (36" minimum)  
Guardrail on stairs (34" minimum measured vertically from nose of tread)  
Spacing of balusters (maximum 4")  
Stairs - Riser height and tread depth. (Rise 7 ¾" maximum depth 10" minimum)  
Stairs - Handrail height (from nose of tread, minimum 34" maximum 38")  
Handrail grip size - if circular must have a cross section of 1 ¼" minimum to 2" maximum  
Width of stairs (36" minimum)  
Completed building permit application

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# Deck Plan Submittal

Deck Size (overall dimensions) : \_\_\_\_\_ X \_\_\_\_\_

• note: All Fasteners Must Be Exterior grade

- Railing :**
- req'd if floor is 30" or more off the ground
  - constructed so no opening will allow a 4" sphere to pass through.

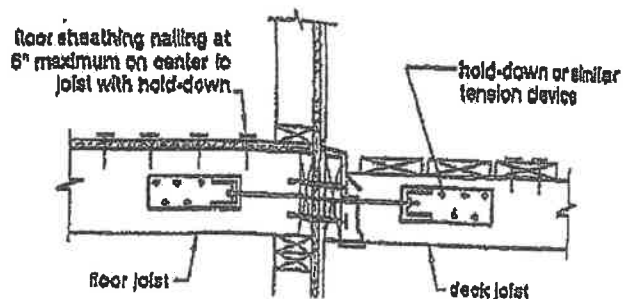
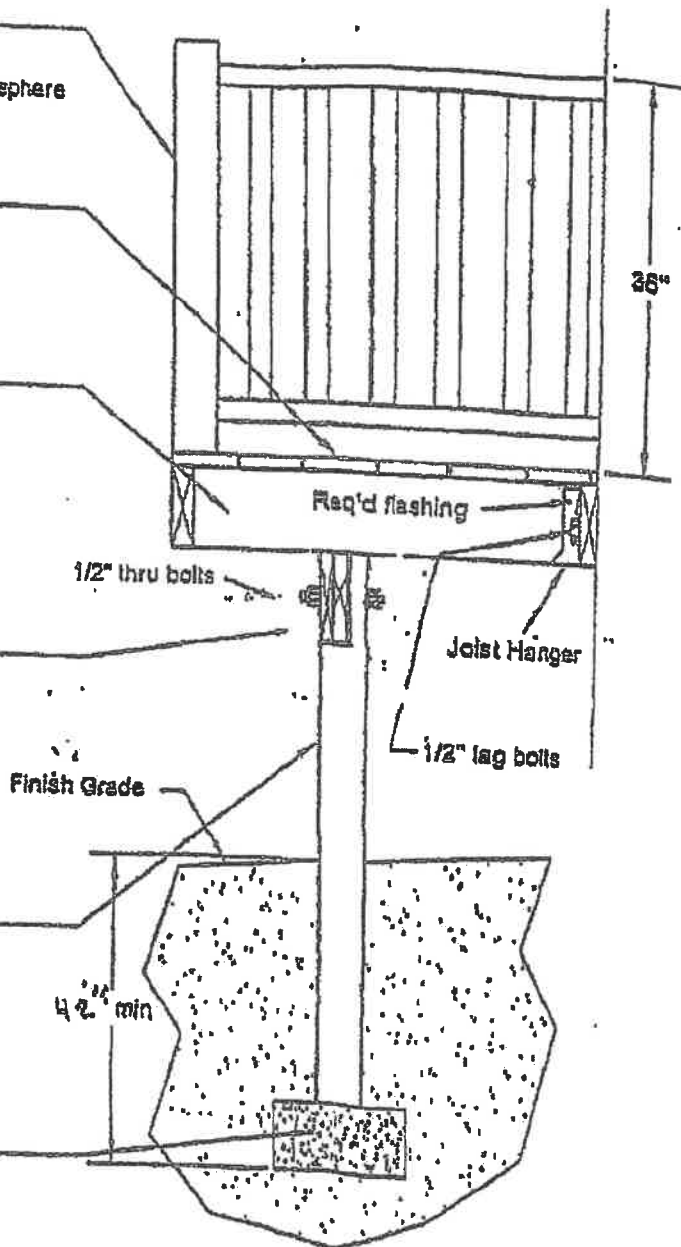
- Flooring :**
- Material: \_\_\_\_\_
  - Size (nominal): \_\_\_\_\_ X \_\_\_\_\_

- Floor Joists:**
- Material: \_\_\_\_\_
  - Size (nominal): \_\_\_\_\_ X \_\_\_\_\_
  - Spacing Cen to Cen : \_\_\_\_\_
  - Clear span distance: \_\_\_\_\_

- Carrier Beam :**
- Material: \_\_\_\_\_
  - Size (nominal): \_\_\_\_\_ X \_\_\_\_\_
  - Spacing Cen to Cen : \_\_\_\_\_
  - Clear span distance: \_\_\_\_\_

- Support Post :**
- Material: \_\_\_\_\_
  - Size (nominal): \_\_\_\_\_ X \_\_\_\_\_
  - Post Length : \_\_\_\_\_

- Footing:**
- Depth (below grade) : \_\_\_\_\_
  - Size : \_\_\_\_\_ X \_\_\_\_\_
  - Thickness : \_\_\_\_\_ (6" min.)



Lateral Load Connection  
optional