

CITY OF TOMAH INSPECTION DEPT.

Building Permit Checklist-All Construction

This is a checklist for submitting drawings and information when making application for a building permit for a site-built home and/or additions/alterations. **Submit completed checklist with all building permit applications.**

Drawings must be legible and drawn to scale or dimensioned and include:

All boxes that are included with the submitted plans

- Plot plan showing the location of the structure and any other structures on the property with respect to property lines.

- Floor plan which shows:
 - The size and locations of:
 - Rooms;
 - Doors;
 - Windows;
 - Room use;
 - Structural features – size, species and grade of lumber or other structural material for joists, beams, rafters, trusses, headers, studs, and columns; strength, thickness, and reinforcement (if any) of concrete for footings, foundations, floors and any other concrete work; height and thickness of concrete and/or masonry construction;
 - Exit passageways (hallways) and stairs (including all stair dimensions – risers height, tread width, stair width, headroom and handrail heights);
 - Plumbing fixtures (bathroom, kitchen, etc.) – lavatory, water closets, water heater, softener, etc.;
 - Chimney(s) – include also the type of construction (masonry or factory built) and rating, if metal;
 - Heating equipment;
 - Cooling equipment (central air conditioning, if provided);
 - Attic and crawl space access; and
 - Fire separation between dwelling and garage.

- Elevation drawings which show:
 - Information on exterior appearance; and
 - Indicate the location, size and configuration of doors, windows, roof, chimneys and exterior grade level

- Cross-sectional drawing which shows:
 - Exterior grade level;
 - Footing and foundation wall sizes, drain tile system and types of materials;
 - Exterior wall construction identifying materials used (including insulation and vapor barrier);
 - Roof construction identifying materials used and spans (including insulation and vapor barrier); and
 - Floor construction identifying materials used and spans (including insulation, if used);
 - Braced wall lines.

- Any additional information to help determine compliance with the code, such as: (optional at inspector's request.)
 - Location of electrical outlets, lights, switches, main distribution panel and smoke detectors;
 - Manufacturer's name, model number and input/output rating of heating appliance(s). Also include cooling appliance if central air is installed;
 - Size and location of ventilation openings for attics and crawlspaces (can be shown on floor plans or elevation plans);
 - Location of any exhaust fans to be installed;
 - Plumbing isometric plan; or
 - Licensed plumber's license number.

- One Department of Commerce – approved RESCHECK filled out completely and signed for **New** One & Two family dwellings.