

Millcreek City Council
Jeff Silvestrini, Mayor
Silvia Catten, District 1
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Cheri Jackson, District 3
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Residential Addition Building Permit Submittal Checklist.

- Scope of Work:
 - An itemized list of what you are proposing to do
- Contractor Information Sheet or Owner Builder Certification:
 - Names and contact info of who is doing the work
- Site Plan:
 - Location of property lines, existing structures, sidewalks, driveways, streets, sidewalk, curb, utility poles
 - Proposed construction
 - Setback/property line dimensions
 - Site drainage
 - Address
 - North arrow
- Existing Floor Plans:
 - Clear plans showing existing area
 - Dimensions of each room and space
 - Use of each room and space
 - Window/door locations and sizes
 - Demolition notes and details
- Proposed Floor Plans:
 - Clear plans showing proposed area
 - Dimensions of each room and space
 - Use of each room and space
 - Window/door locations, sizes, u-factors
 - Square footage of remodeled area
 - Code version (2015 IRC)
 - Elevation view of each side
- Cross section view (side view) of stair/guardrail
- Insulation R-Values of exterior walls or Res-Check
- General notes and details of scope
- Structural Plans:
 - Footing, foundation, post, and/or beam sizes and schedules
 - Structural calculations
 - General notes and details
- Mechanical Plans:
 - Location of furnace
 - Location/size of supply/return ducts
 - Location of exhaust fans
 - Location of combustion air
 - Manual J/D/S if adding new system
- Electrical Plans:
 - Location of lights, switches, outlets
 - Location of smoke and CO detectors
 - Note GFCI on required outlets
 - One line diagram for electrical service if replacing meter or panels
 - Electrical load calculations if increasing the electrical load
- Plumbing Plans:
 - Location of water heater.
 - Location of all plumbing fixtures
 - Location of floor drains
- Gas Line Diagram:
 - A complete drawing including pipe size, length, BTU's of each appliance on gas line and Meter size

Note: Not all will apply to your project. Only provide the required information that pertains to your specific project.