

Millcreek City Council
Jeff Silvestrini, Mayor
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Residential Shed/Garage 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 Plans:
 - Clear plans showing existing area
 - Demolition notes and details
- Proposed shed/garage Plans:
 - Clear plans showing proposed structure
 - Dimensions of structure
 - Square footage of structure
 - Code version (2015 IRC)
 - Elevation view of each side
 - General notes and details of scope
- Structural Plans:
 - Footing, foundation, post, and/or beam sizes and schedules
 - Structural calculations
 - General notes and details
- 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

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