

## RESIDENTIAL ADDITION AND GARAGE OR ACCESSORY STRUCTURE SUBMITTAL REQUIREMENTS

Required by Guardian Inspection Services, Inc.

ALL INFORMATION MUST BE FILLED IN, CHECKED OR MARKED N/A

- \_\_\_\_\_ Building permit application.
- \_\_\_\_\_ Utility service permits. (When applicable)
- \_\_\_\_\_ Local Municipal Approval
- \_\_\_\_\_ Site plan with setbacks.
- \_\_\_\_\_ Two sets of construction project plans. (Must be in ink and drawn to scale)

The following items, views and details shall appear on all plans.

- \_\_\_\_\_ 1. Elevation of all sides, including indication of final grade.
- \_\_\_\_\_ 2. Floor plan with overview of each level (if more than one), with all rooms and spaces labeled and all sizes indicated.
- \_\_\_\_\_ 3. Cross-section view of structure. (if possible)
- \_\_\_\_\_ 4. Ceiling heights of all floors.
- \_\_\_\_\_ 5. Footing: Depth; Size (Width and thickness); Include all piers and columns.
- \_\_\_\_\_ 6. Foundations:
  - \_\_\_\_\_ a. Composition of walls or supports.
  - \_\_\_\_\_ b. Means of complying with unbalanced fill heights. (If applicable)
  - \_\_\_\_\_ c. Anchor bolts in concrete or masonry to be 1/2" diameter bolts at 6"0" on center and within 12" from any corner. 7" embedment of bolts is required.
  - \_\_\_\_\_ d. Sill plate to be minimum width of walls above.
- \_\_\_\_\_ 7. Designate type of backfill material to be used.
- \_\_\_\_\_ 8. Size, location and composition of all columns. Minimum 4" square wood or minimum 3" diameter steel.
- \_\_\_\_\_ 9. Concrete floor:
  - \_\_\_\_\_ a. Thickness to be a minimum of 3-1/2".
  - \_\_\_\_\_ b. Strength of concrete to be 3,500-PSI minimum in garage.
  - \_\_\_\_\_ c. Vapor barrier is required when garage is attached to a dwelling.
- \_\_\_\_\_ 10. Species and grade of all framing lumber.
- \_\_\_\_\_ 11. Size, spacing and direction of floor joists.
- \_\_\_\_\_ 12. Beam sizes and supports.
- \_\_\_\_\_ 13. Joists under bearing partitions.
- \_\_\_\_\_ 14. Framing of all openings in floors and roof.
- \_\_\_\_\_ 15. Floor sheathing (if applicable) composition, grade and thickness.
- \_\_\_\_\_ 16. Interior and exterior wall stud sizes, grade and spacing.
- \_\_\_\_\_ 17. All headers: composition, location and sizes.
- \_\_\_\_\_ 18. Interior wall covering. (If applicable)
- \_\_\_\_\_ 19. Exterior wall covering (paper if required) (example: vinyl, brick, wood, etc.)

- \_\_\_\_\_ 20. **Roof framing:**
  - \_\_\_\_\_ a. Size, spacing and direction of all rafters and ceiling joists.
  - \_\_\_\_\_ b. If trusses, add note to plans: truss specification sheets and layout/placement diagram shall be onsite at time of rough framing inspection.
  - \_\_\_\_\_ c. Pitch of all roofs.
- \_\_\_\_\_ 21. **Roof sheathing: composition, grade, thickness, blocking or “H” clips.**
- \_\_\_\_\_ 22. **Attic ventilation. (Example: ridgevent and vented soffit)**
- \_\_\_\_\_ 23. **Roof covering, including felt paper if required. (Example: fiberglass, slate, metal, etc.)**
- \_\_\_\_\_ 24. **Indicate heat system and any equipment or service locations.**
- \_\_\_\_\_ 25. **Openings from a garage directly into a room used for sleeping purposes shall not be permitted.**
- \_\_\_\_\_ 26. **Doors into garages from a dwelling unit shall be solid core 1-3/8” thick wooden doors or 20-minute fire-rated doors.**
- \_\_\_\_\_ 27. **Garage floors shall be constructed of non-combustible material sloped to a main drain or main vehicle entry door.**
- \_\_\_\_\_ 28. **A garage shall be separated from a dwelling unit and its attic space by not < 1/2” gypsum wallboard applied to the garage side. 5/8” gypsum wallboard must be installed on ceiling if garage has living space above.**
- \_\_\_\_\_ 29. **Provide porch and deck plans**
- \_\_\_\_\_ 30. **Energy Code Compliance Path and Envelope insulation information**
- \_\_\_\_\_ 31. **Basement: Finished or Unfinished**
  - \_\_\_\_\_ a. Finished – must provide drawing of finished areas – provide total square footage to be finished \_\_\_\_\_ sq. ft.
  - \_\_\_\_\_ b. Unfinished – storage only: Note on plan
- \_\_\_\_\_ 32. **Indicate basement means of egress method.**

**This document has been developed to aid you in the plan review process. It is beneficial for you to include as much information as possible when submitting plans for your building project.**

**Thank you for your cooperation,  
Guardian Inspection Services**

**THIS COMPLETED FORM MUST BE TURNED IN WITH PLANS**