

Permit Procedure for New Single Family Residential Dwelling Projects

The following information, where applicable, is required to be submitted when applying for a Building Permit for a New Single Family Dwelling:

- The permit application filled out in its entirety
- Certificate of Insurance, Workers Comp. or Affidavit of exemption
- A certified copy of the property survey
- 2-Copies of Construction Drawings** (clear, understandable, easy to read)
 - **Complete Set of Plans shall Include: Floor Plans, Cross Section and Elevations w/ the following minimum details:**
 - Footing Details
 - Size, Depth, Materials used, Reinforcement, Etc.
 - Foundation Details
 - Type, Size, Height, Reinforcement, Etc.
 - Insulation, Water Protection, Drainage
 - Sill Plate Attachment
 - Framing Details
 - Joist Spans, Beams, Wall Types, Roof Construction, Etc.
 - Emergency Egress (Windows, Doors, Stairs)
 - Details on Insulations and / or REScheck
 - Foundation Insulation, Floors, Walls, Ceilings, Etc.
 - U-Factor on all Glazing
 - Mechanical Specifications
 - Size & Efficiency of Mechanical Units
 - Location of Furnace & A/C Units
 - Size & Location of Venting
 - Bathroom Exhaust Specifications
 - Electrical
 - General Layout of Fixtures
 - Smoke & Carbon Monoxide Detectors
- Engineer approved drawings and / or specifications on any steel/engineered beams, girders, trusses, retaining walls higher than 48” or any alternate methods of construction.
- Approved storm water management plan, if required (Please check with your local municipality)

Please contact our office with any questions.

KLH Engineers, Inc., Code Division

Dennis Smith, BCO

724-916-0061

desmith@klhengineers.com