

New Dwelling Building Permit Request Requirements

A **Certificate of Survey** is required with all applications for new construction.

The survey should include at minimum:

- * Legal description of the property and site address
- * Lot dimensions
- * North Point and Graphic Scale
- * All adjacent streets, easements and alleys
- * Footprint of ALL structures with ALL **setbacks** and **dimensions** noted
- * Elevation of all lot corners, the building pad, side front and rear yard lines, elevations at all low openings or all lookout/walkouts, garage slab elevation, top of footing elevation, lowest floor elevation, top of block elevation and curb elevation
- * Drainage arrows showing how the lot is to drain
- * Percent of driveway slope and width of curb cut at the street (calculate slope at center of driveway)
- * Distance to reference points from lot corner along lot line to verify building placement

An example certificate of survey on the reverse side demonstrates the minimum detail expected.

Additionally, the Building Official requires **TWO** sets of **Construction Plans** drawn to scale. An approved set of plans will be returned to you; the second set will be filed with the City. The following items must be included on all construction plans (as applicable):

- * Floor plan of basement and each floor above
- * Fire protection between house and attached garage
- * Foundation drainage
- * Names and addresses of: General Contractor, Plumber, Mechanical, Electrician
- * Energy Calculations
- * Cross Section detailing foundation, footings, wall roof, steps, deck (as applicable)

The following standards apply for R-1 zoning district:

Site Requirements:

Minimum Lot Area - 10,500 (sgl family) 15,000 (two family)

Minimum Lot Width - 75'

Maximum Lot Coverage - 25%

Setback Requirements:

Front Setback - 30'

Rear Setback - 25'

Side Setback - 6'

Maximum Area of Garage - 1,200 sq. ft.

Corner lots at street intersections shall maintain front yard setbacks on each street side

Structure Requirements:

Maximum Height - 2 & 1/2 Stories

Minimum Building Width - 24'

Minimum Building Area - 576 sq. ft.

Please contact the Planning/Zoning Office with questions at (320) 352-2203.