



Residential Building Permit Detached Garage/Shed Check List

The following items are required for plan review:		YES	N/A
	Two copies of the construction drawings. Heated or unheated structure identified. City cheat sheets are acceptable providing all construction information is noted.		
	Recent locate slips for above and below ground services if the structure is being installed on a permanent foundation or a concrete slab.		
	Two site plans (to scale) showing all existing structures on the site complete with setbacks from the structures and the property lines.		
	Location of overhead and underground services identified on site plans when there is permanent foundation or slab. If relocation of gas services is necessary a signed gas agreement must be provided.		
	Granular layer thickness, slab and perimeter thickening measurements and reinforcement, anchorage details for exterior walls.		
	Wall framing and finish details complete with wall height, base plate material, window and door locations (and lintel ply and size), and building height (from finished grade to ridge of roof).		
	If the permit is for a moveable garden shed, pressure treated skids and/or floor joists and anchorage details are shown.		
	If roof trusses are being built on site, construction details have been provided.		
	If manufactured trusses are being used it has been identified on the plan.		
	Roof slope and roofing material shown.		
	Form C- Signed copy of exterior wall claddings. Part 9 buildings.		
	You are aware additional permits are necessary if you plan on heating &/or installing electrical outlets in the structure (electrical, gas/heating).		

**Checklist must be completed by applicant prior to submittal.
Minor changes or notes on submitted plans may be in blue or black ink.
RED INK IS RESERVED FOR DEPARTMENT.**

I have read and agree that all the above information I have checked as “Yes” on the check list is represented on the drawings I have submitted.

Address of property: _____

Signature of Applicant

Applicant’s Name Printed

NOTE: Any missing or incorrect information will delay the permit issuance.

Revision date: January 8, 2009