



Building Guide

Single Family Residential One Story Addition

How to Use this Guide

Check with your jurisdiction regarding type of submittal (paper or electronic) and for additional requirements. Draw to scale and complete the following (*hint: use graph paper with $\frac{1}{4}$ " squares. Example: $\frac{1}{4}$ " = 1'*).

1. Complete this Building Guide by filling in the blanks on page three and indicating which construction details will be used, and R value of insulation used.

2. Provide Plot Plan showing dimensions of your project or addition and its relationship to existing buildings or structures on the property. Show all easements and the distance to existing property lines drawn to scale. See example on page 2.

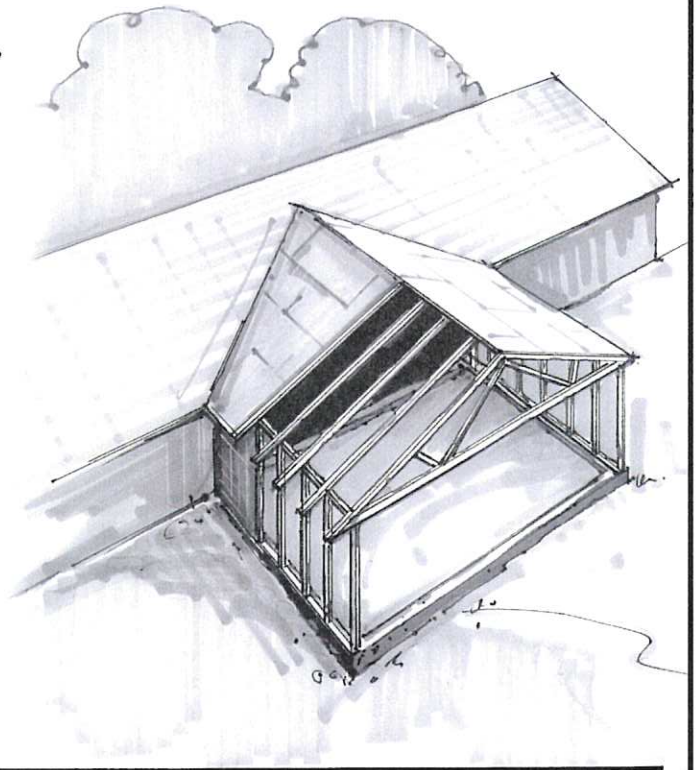
3. Provide Floorplans.

Drawn to scale. See example on page 5. Structural, section view, elevation or other drawings may be required.

4. Fill out a Building Permit Application.

The majority of permit applications are processed with little delay. The submitted documents will help determine if the project is in compliance with building safety codes, zoning ordinances and other applicable laws.

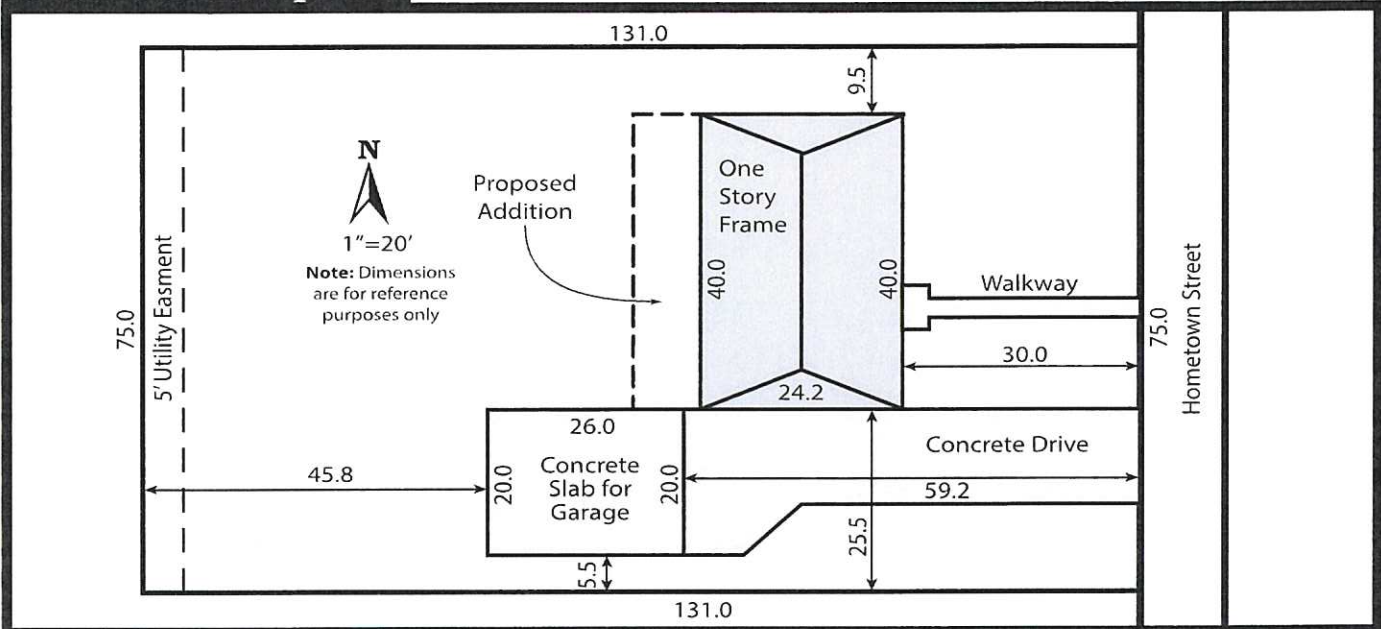
Smoke alarms and carbon monoxide alarms are required.



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Note: A plot plan (plan view) showing the dimensions of your project or additions and its relationships to existing buildings or structures on the property must be included. In addition to project dimensions, your plot plan must also show other details such as post locations and spacing, joist and beam spans, and any other pertinent information not shown on the section drawing.

Site Plan Example



Single Family Residential One Story Addition

2x _____ rafters spaced _____ " O.C. or
Manufactured Trusses spaced _____ " O.C.
(example: 2 x 12 Rafters Spaced 24" O.C.)

Minimum 1x _____ ridge board
(example: 1 x 12)

12 pitch _____

Sheathing _____
(example: 1/2" exterior plywood)

Roof covering _____
(example: Class A 3 tab shingles)

Building Section

Note: For roofs with slopes less than 4:12, follow manufacturer's instructions for low slope application of roofing material.

Note: Attic ventilation and access may be required

Provide roof tie downs
Solid 2x blocking between rafters that are 2x12 or greater

1x4" collar ties @ 48" o.c.

Note: Pre-engineered roof trusses w/truss clips may be used in lieu of roof structure shown.

Diagonal wind bracing or braced wall panels @ corners and each 20' of wall.

Note: Pre-engineered floor systems may be used and should be installed according to the manufacturers installation instructions.

☒ **Check one**
☐ Vented
☐ Unvented

Access required

18" minimum

Engineered Design: Caissons may be required if your site has swelling soils. A foundation designed by a Colorado licensed architect or engineer may be required.

☒ **Check one**
☐ Foundation: Engineered Design
☐ Foundation: Detail A
(see page 4)

Ceiling Insulation _____
(example: R-49)

Wall Insulation _____
(example: R-20 Fiberglass Batts)

2x _____ ceiling joists @ _____ O.C.
(example: 2 x 8 @ 24" O.C.)

Double 2x _____ top plate
(example: 2 x 6)

Span _____
(example: 23' 5")

Ceiling height _____
(example: 8')

Siding _____
(example: lap or T-111)

Wall sheathing _____
(example: 1/2" exterior plywood)

2x _____ studs @ _____ O.C.
(example: 2 x 6 @ 24" O.C.)

Cont. 2x _____ sill plate
(example: 2 x 4) decay resistant

2x _____ Joists @ _____ O.C.
(example: 2x10 @ 24" O.C.)

Wall width _____ "
(example: 8")

Footing size _____ " x _____ "
(example: 8" X 16")

Property Address: _____

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Heads Up

Site Plan

1. When drawing your plot plan be sure to show the location of electric, gas, sewer and water service lines. If you don't know where they are, call the Public Service Utility Notification Center of Colorado, 1-800-922-1987 or 811. They will come out and locate lines for you. Remember to ask them about the cost.

2. Show where the existing electric and gas meters are located on your home. These meters may have to be relocated and it is best to know this before you start construction.

Floor Plan

1. Smoke alarms and CO alarms. Smoke alarms are required to be hardwired and interconnected in new and existing bedrooms, halls and one on each level unless removal of interior wall or ceiling finishes would be required. In this case, battery operated devices are acceptable.

Carbon Monoxide alarms are required on each floor with bedrooms. They are recommended to be located no farther than 15 ft. from any bedroom entrance. Do not install within 15 ft. of a fuel burning appliances. Follow manufacture's recommendations for location testing and replacement.

2. Additions not to enclose bedroom or basement egress windows.

3. Safety glass is required at specific locations. When you draw in the location of the new windows on the floor plan, the plan reviewer can identify which ones require safety glass.

4. Heat is required in all habitable rooms. Show how the addition will be heated on the plan.

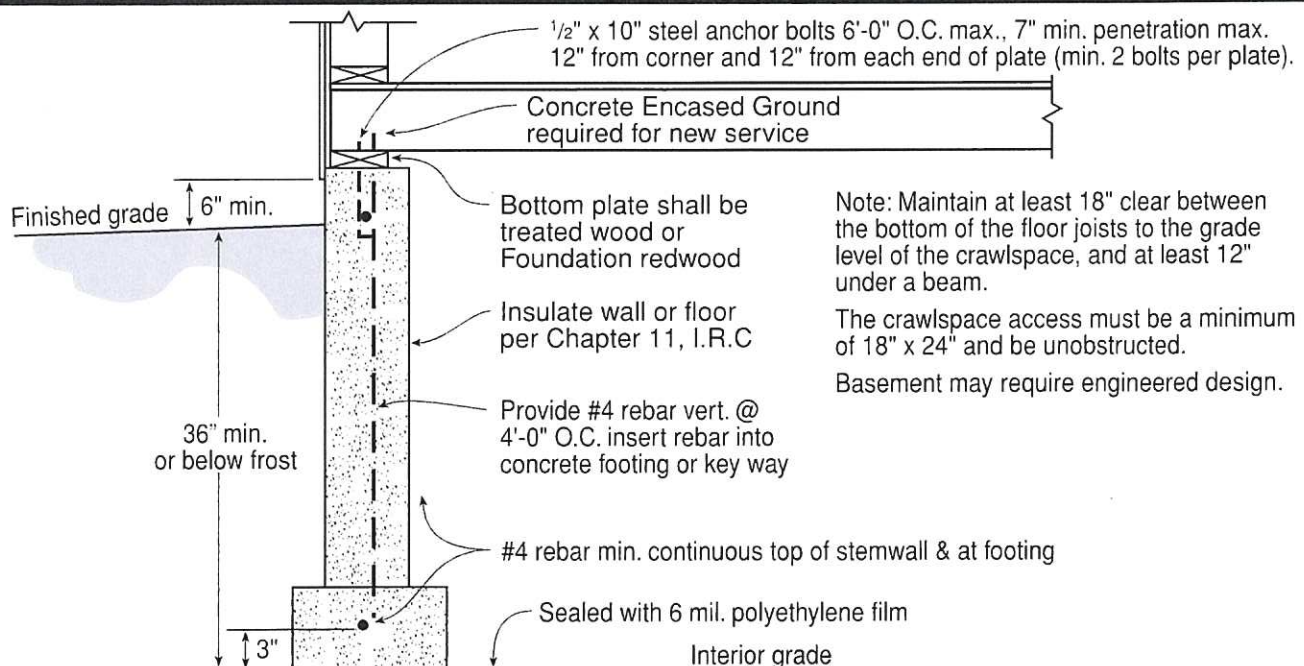
Electric Code

Existing electric service may require an upgrade or relocation. Indicate the size of your electric service (the number on the main breaker) on your plan. This can help the plan reviewer determine if an upgrade is needed before you start construction.

Roof Overframe

When constructing a new valley, use a continuous board under the bottom cut of the new rafters to provide a solid nailing surface. The board should be at least 2" thick, nominal and should be at least as wide as the base of the new rafter.

Crawlspace Foundation Detail A

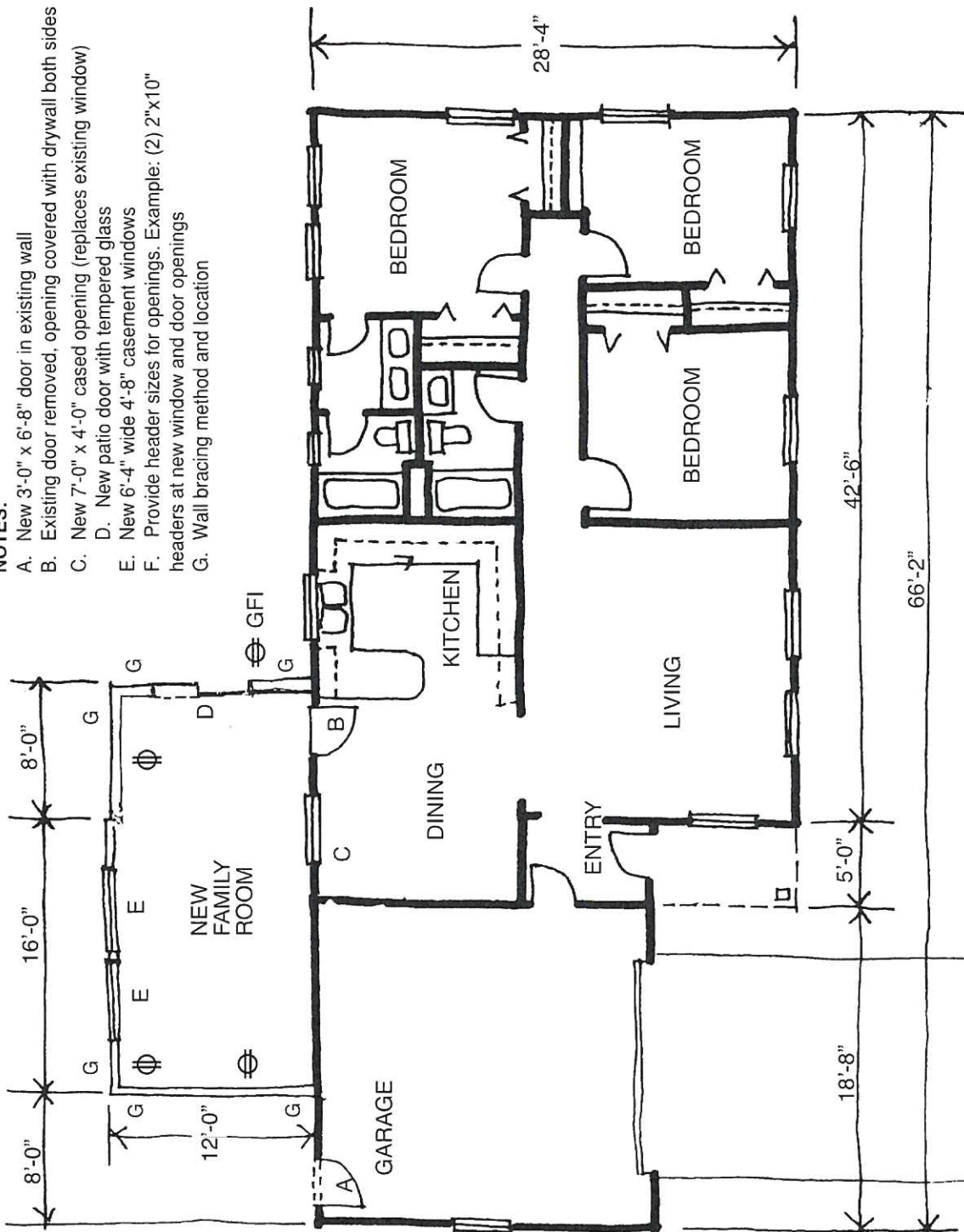


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Sample Floor Plan

NOTES:

- A. New 3'-0" x 6'-8" door in existing wall
- B. Existing door removed, opening covered with drywall both sides
- C. New 7'-0" x 4'-0" caset opening (replaces existing window)
- D. New patio door with tempered glass
- E. New 6'-4" wide 4'-8" casement windows
- F. Provide header sizes for openings. Example: (2) 2"x10" headers at new window and door openings
- G. Wall bracing method and location



Scale: 1/8" = 1'



CITY OF OTHELLO
BUILDING & PLANNING DEPARTMENT
500 E MAIN STREET, OTHELLO, WA99344
Building Dept. 509.488.3302 City Hall 509.488.5686
WWW.OTHELLOWA.GOV

Received By:

BUILDING PERMIT APPLICATION

APPLICATION FOR:

☐ COMMERCIAL

☐ RESIDENTIAL

☐ ADDITION/REMODEL ☐ DEMOLITION ☐ GARAGE/SHED ☐ MECHANICAL ☐ NEW ☐ PATIO/PORCH ☐ PLACEMENT
☐ PLUMBING ☐ ROOFING ☐ SIGN (see page 2) ☐ OTHER _____

PROJECT SITE INFORMATION

Job Site Address: _____ Parcel #: _____

Legal Description (Lot#/Block#/Plat): _____

Description of work to be done: _____

Labor & Material Valuation: \$ _____ Dimensions: _____ ft X _____ ft = _____ Total SF

(Only applies to Garage/Shed/New home/commercial construction)

IF APPLICABLE

Will you need new water services: ☐ Yes, When _____ ☐ No **OR** Will you connect to existing? ☐ Yes ☐ No

Will you need new sewer services: ☐ Yes, When _____ ☐ No **OR** Will you connect to existing? ☐ Yes ☐ No

APPLICANT INFORMATION

OWNER INFORMATION

Name: _____

Name: _____

Mailing Address: _____

Mailing Address: _____

City/State/Zip: _____

City/State/Zip: _____

Phone Number: _____

Phone Number: _____

Email: _____

Email: _____

CONTRACTOR INFORMATION

Name: _____ Phone Number: _____

Mailing Address: _____

City/State/Zip: _____

City Business License #: _____ WA State Contractor License #: _____

Email: _____

LIST ADDITIONAL CONTRACTORS

NAME:

PHONE:

1. _____

2. _____

3. _____

4. _____

NOTE: ALL CONTRACTORS & SUBCONTRACTORS ARE REQUIRED TO HAVE AN OTHELLO BUSINESS LICENSE.

SIGN PERMIT (only): <input type="checkbox"/> New <input type="checkbox"/> Replace Existing			
Sign # 1	Sign # 2	Sign # 3	Sign # 4
Internal or External Illumination Yes/No :	Internal or External Illumination Yes/No :	Internal or External Illumination Yes/No :	Internal or External Illumination Yes/No :
Type of Sign:	Type of Sign:	Type of Sign:	Type of Sign:
Sign Height (ft):	Sign Height (ft):	Sign Height (ft):	Sign Height (ft):
Sign Width (ft):	Sign Width (ft):	Sign Width (ft):	Sign Width (ft):
Wall Area (Façade-Width & Height:	Wall Area (Façade-Width & Height:	Wall Area (Façade-Width & Height:	Wall Area (Façade-Width & Height:

The applicant, his agents and employees shall comply with all the rules, restrictions and requirements of the Municipality and Building Codes governing location, construction and erection of the above proposed work for which the permit is granted. The Municipality or its agents are authorized to order the immediate cessation of construction at any time a violation of the codes or regulations appears to have occurred. Violation of any of the codes or regulations applicable may result in the revocation of this permit.

Buildings **MUST** conform with the plans, as submitted to the Municipality. Any changes of plans or layout must be approved prior to the changes being made. Any changes in the use or occupancy of the building or structure must be approved prior to proceeding with construction.

The applicant is required to call for inspections at various stages of the construction, and in accordance with the aforesaid rule, the applicant shall give the building inspector not less than one day's notice to perform such activities. The permit is automatically void in the event construction is not commenced within 180 days of issuance of this point. Cessation of work for a period of 180 continuous days shall also cause this permit to be void. Permits are not transferable.

I hereby certify that as a contractor I am currently registered and properly licensed as defined in RCW 18.27 **OR** as property owner/authorized agent, I am exempt from the requirements of the contractor registration and will do all my own work or use properly licensed subcontractors in connection with the work to be performed under this permit. I further certify that I have read and examined this application and know the same to be true and correct. If any of the information provided is incorrect, the permit may be revoked.

Signature of Owner/Authorized Agent

Date

Print Name

PLEASE REVIEW FOR COMPLETENESS PRIOR TO SUBMITAL

SITE PLAN

Site Address: _____ Indicate Scale: Each Unit = _____ feet

