

# What Plans Do I Need for a Building Permit?

This brochure is intended to give you general information about the plans required for most building permits for work residential applications. Your individual project may require more or less detail than described here. Please contact the Building and Code Enforcement Division for additional information.

After you begin work, you may decide to make changes to the plans that were originally approved. To revise your plans after they have been approved, you will need to show the changes on an additional set of plans and bring them along to the Community Development officer for review. Please do not mark up the originally approved set!

## Plan preparation

Plans are required to be emailed or digitally uploaded to our permitting system when you apply for a building permit. Your approved plans will become a permanent record with the town.



- Check records for work permitted in the past. There may be drawings on file for work done after 1976.
- Residential plans may be drawn by anyone with enough skill to draw straight lines, to measure accurately and to put those measurements down on paper. Plans must be to scale.
- Typical plans include:
  - Site plan
  - Floor plans
  - Elevation views
  - Cross section and detail drawings
- Your plans must clearly show all the work you intend to do on the building as well as the existing conditions. Existing conditions and new construction must be clearly delineated. Plans must also show where the building sits on your property in relationship to property lines and other buildings on the site, or a site plan/ plot plan be provided.
- The plans must be on normal paper sizes.
  - Drawings may contain color.
  - Permanent black ink must be used.
  - Please do not copy a tracing paper original.
  - Line quality and contrast must be easy to read and strong enough to scan. Photographs may not be part of the plan.
  - Dimensions and notes must be printed to match 12 point font minimum.
- All plans must be drawn to scale.
  - $\frac{1}{4}$  inch = 1 foot is the most common scale used for residential floor plans and section views.
  - 1 inch = 10 feet is the minimum scale accepted for site plans.
  - The scale used must be clearly shown and the site plan must show the entire lot or greater portion of the lot where building is occurring. .
  - Building elevations must be to scale and show the slope of the ground adjacent to the building.

## Sample site plan

A well-prepared site plan is one of the most important documents in your project submittal materials. All major reviews need to approve your site plan. **Typically, a plot plan or septic plan on file with the Town will be sufficient for additions and renovations.**

Site plans must be clearly legible and reproducible. A complete and accurate site plan will help to speed your permit application reviews and reduce the need to send you requests for missing information.

This sample drawing on the next page has been designed to help you prepare complete site plans for your project. Make sure your site plan includes all the information from the Site Plan Checklist.

## Site Plan Checklist

**The site plan must be accurately drawn to scale and show:**

- ☐ Lot and building setback dimensions
- ☐ Dimension distances between structures and property
- ☐ Property corner elevations (If there is more than 4 foot elevation differential, the site plan must show existing and proposed contour lines at 2 foot intervals. A separate grading plan may also be required to legibly show grading changes)
- ☐ Location and dimensions of easements and driveway
- ☐ Footprint of proposed and existing structures (*including decks*)
- ☐ Location of wells/septic systems
- ☐ Lot area
- ☐ Building coverage area and percentage of coverage
- ☐ Arrow pointing in the north direction
- ☐ Impervious area (*structures, paving, roof overhang, etc.*)
- ☐ Location of utilities (*storm and sanitary sewers, water, gas, etc. including electric utility service and poles*)
- ☐ Landscape plans
- ☐ All trees 6 inches or greater in diameter. Tree preservation and tree density requirements may apply to your project.
- ☐ Minimum scale, 1 inch = 10 feet (*show scale on plan*)
- ☐ Minimum size, 8 1/2 x 11 inches
- ☐ Any additional requirements specific to your site or project

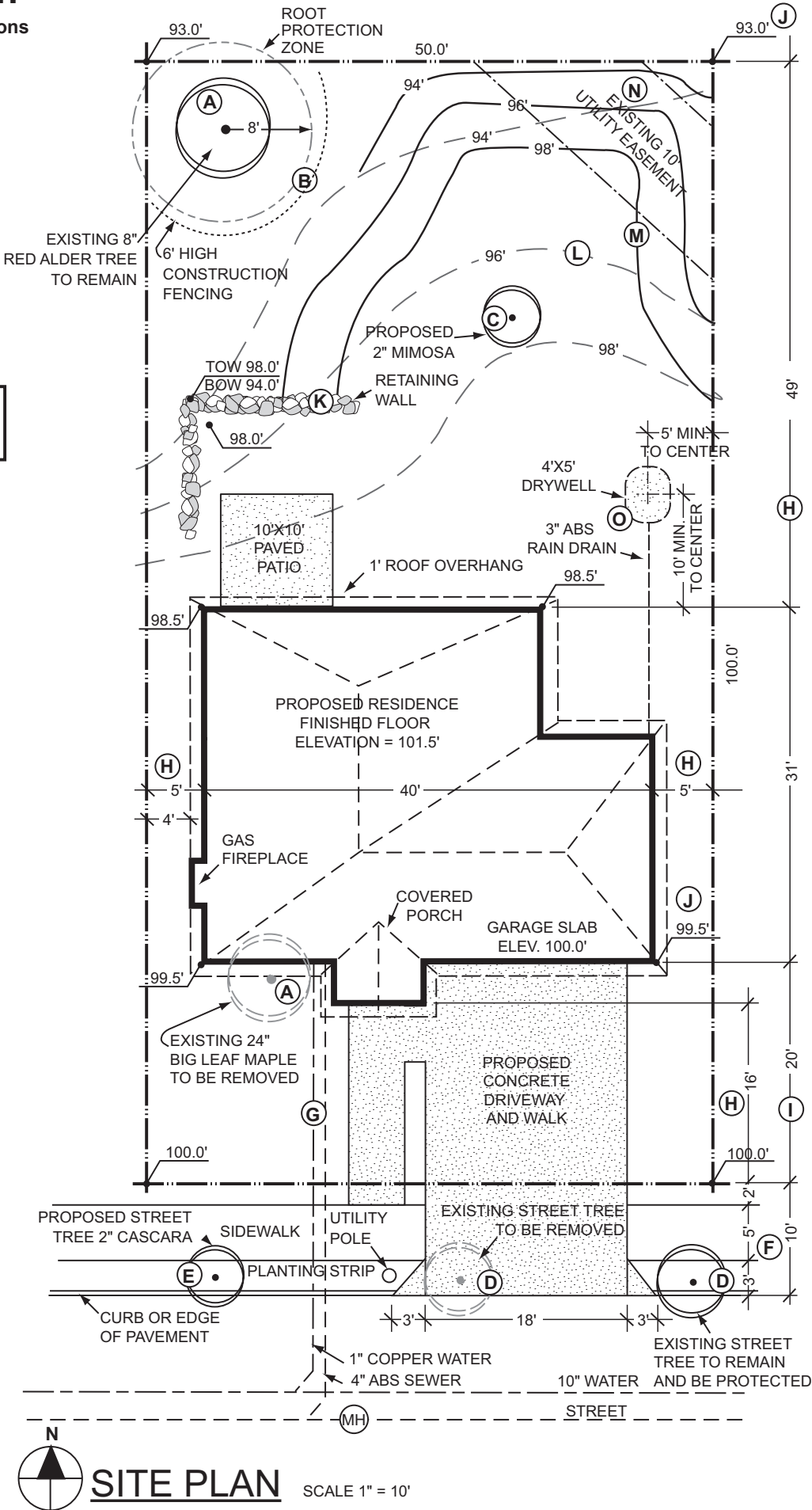
# A Sample Site Plan

For Successful Residential Additions  
Project Submittals

Instructions: This sample site plan provides an example of how to prepare a site plan. Your submittal must include a site plan that includes all of the existing and proposed conditions included on this sample site plan.

**Your site plan must be drawn on 8 1/2" x 11" or larger paper and drawn to a scale of 1" = 10'.**

Please be aware that since every project is unique there may be some situations where you will be asked to provide additional information.



**LEGAL DESCRIPTION**  
Tax map (e.g. 001/ 002/ 003)

**PROJECT ADDRESS**  
123 MAIN STREET  
AMHERST, NH 03031



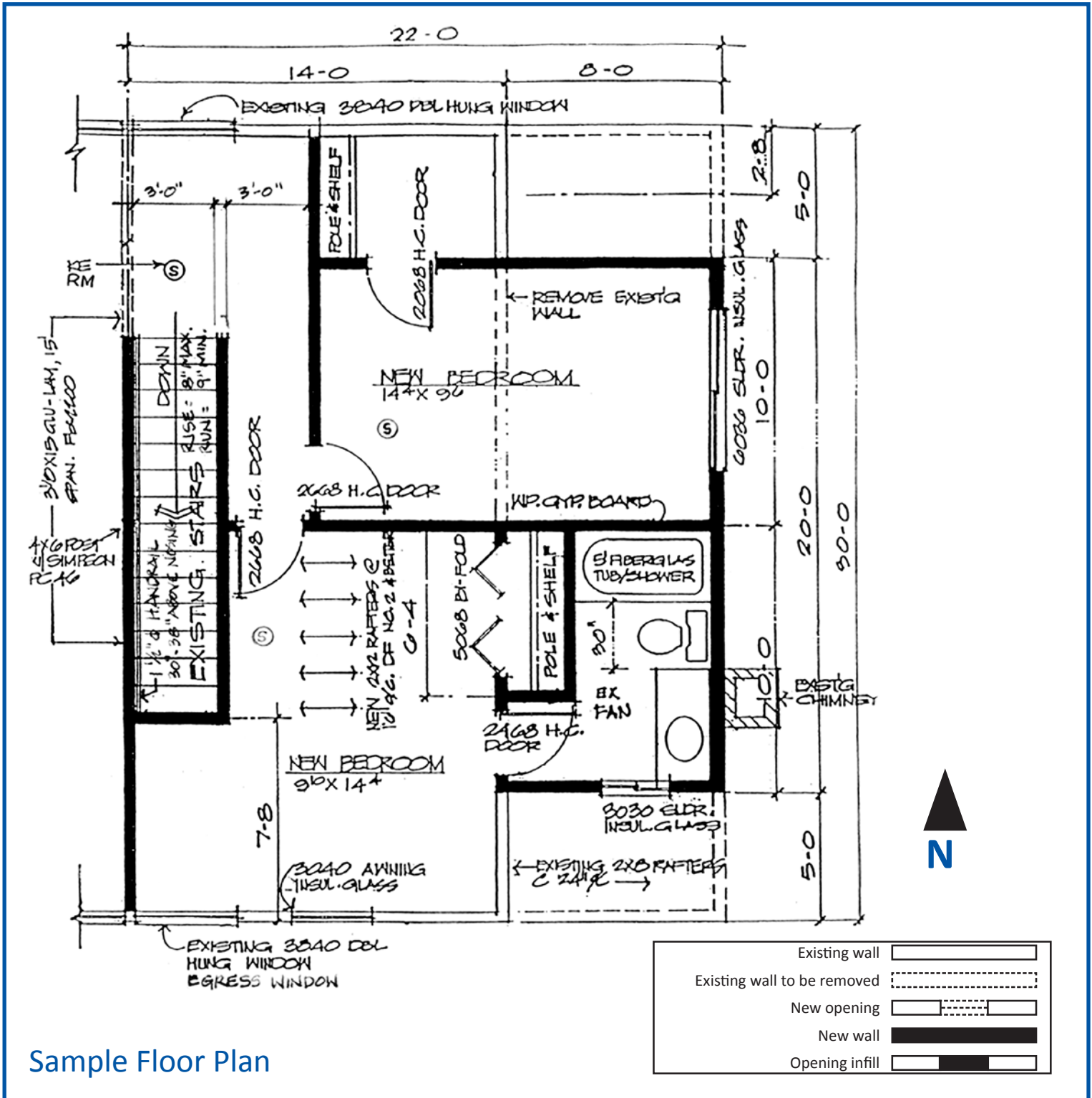
**SITE PLAN**

SCALE 1" = 10'

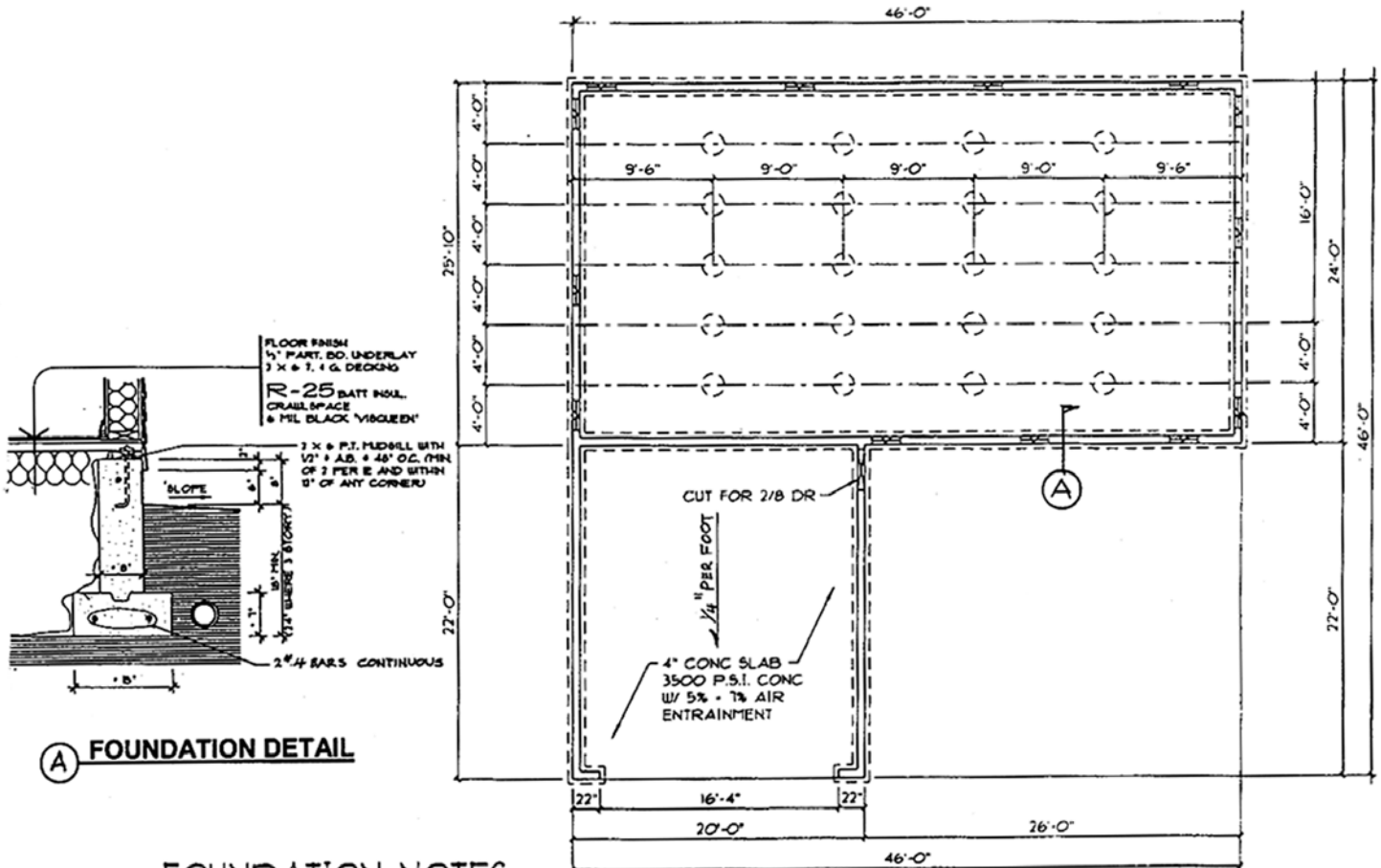
## Floor plans and foundation plans

A floor plan, also known as a plan view, is what you would see if you were to look straight down at a floor or basement with the roof or floors above removed. You will need to provide a roof plan and one floor plan for each level of the building on which work is being done, that clearly shows existing and proposed work.

- If you are constructing a new building or an addition, you will also need to provide us with a foundation plan. This plan should show the layout, dimensions and details of continuous concrete slabs, footings, reinforcing steel, and the strength of the concrete to be used. The location of the crawl space access and the foundation vents must also be shown.
- A floor plan for each level of the building being constructed or remodeled must show the location of all full and partial height walls, the size and proposed use of all rooms affected by the work and a north arrow.



Sample Floor Plan



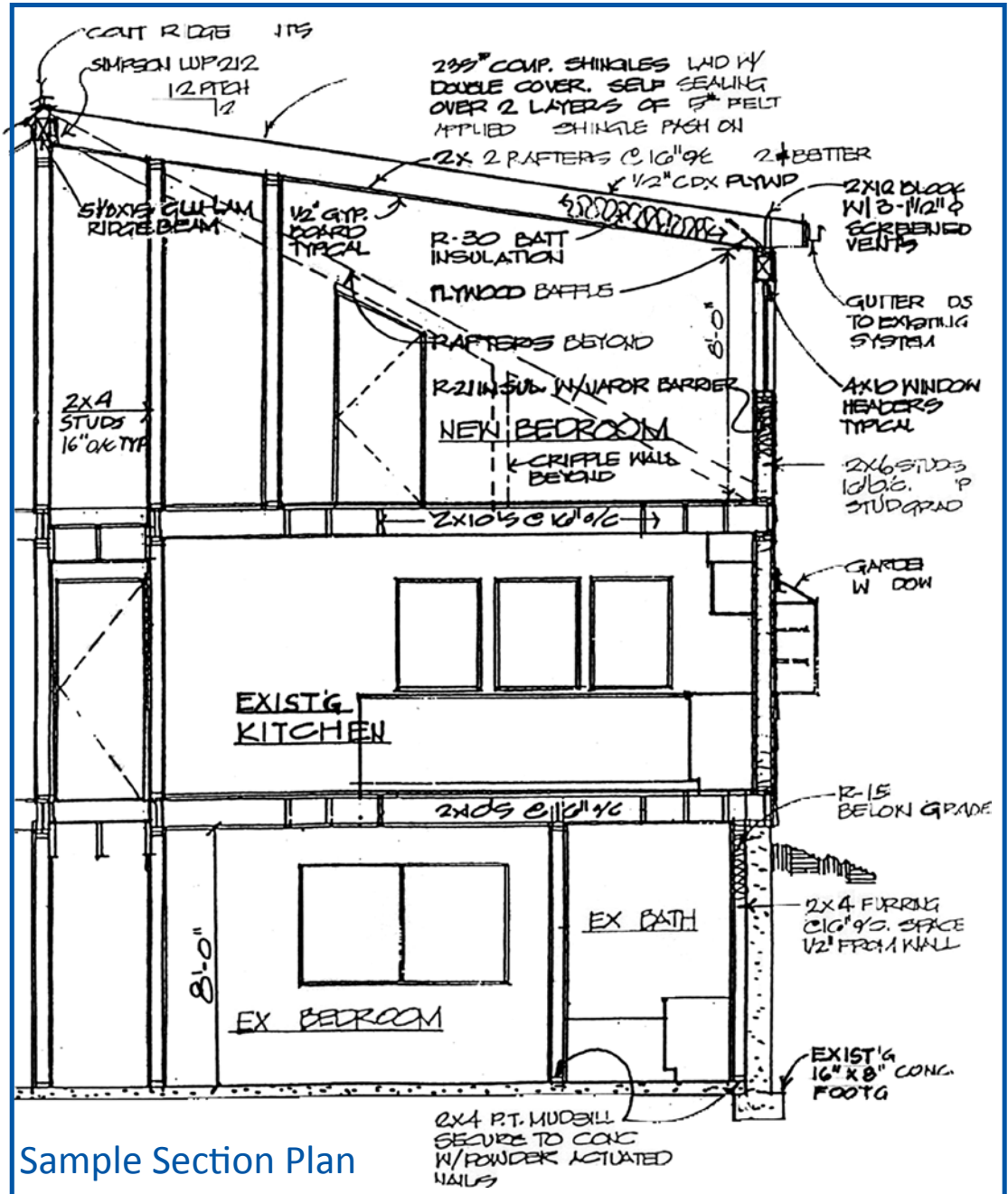
## FOUNDATION NOTES

ALL CONC SHALL BE MIN 2500 P.S.I.  
DESIGN SOIL BEARING PRESSURE - 1500 P.S.F.  
FLOOR BEAMS ARE 4x8 ON 4x4 POSTS ON 18"  $\phi$  x 8' CONC FTGS.  
PROVIDE 18" AIRSPACE AT SIDES AND ENDS OF BEAMS IN POCKETS & FLASH POCKET BOTTOMS  
EXCAVATE 18" MIN. BELOW BEAMS  
FND. VENTS SHOWN ARE 24"x6" SCREENED W/ 1/4" MESH GALV. HOUSE CLOTH  
AND PROVIDE 1 SQ.FT. OF VENT AREA FOR EA. 150 SQ. FT. OF CRAWL SPACE  
SLOPE UNDERFLOOR AREA TO DRAIN

## Section drawings

- Section drawings, sometimes called cross sections, are what you would see if you cut vertically through a building from the tip of the roof down through the ground, and then looked at what the cut exposed. Include gutters and downspouts
- Section drawings are a useful way of displaying structural information and information about construction materials that are needed to do our code review. Full sections for residential construction are usually drawn at a scale of at least  $\frac{1}{4}$  inch = 1 foot and wall section and details at a scale of least at  $\frac{1}{2}$  inch = 1 foot. Partial sections may be drawn at a larger scale to show something in detail such as footings, overhangs and stairs.
- To get a building permit for new construction or an addition, you must provide section drawings that show typical building conditions.
- For simple projects, a single section drawing showing:

- the size of the footing and the distance between ground level and the bottom of the footing;
- the size of the foundation wall and how high it will rise above the ground;
- the size and spacing of structural members such as beams, joists, studs and rafters which are not shown on other drawings;
- wall, ceiling and roof coverings and finishes;
- wall, floor and ceiling insulation;
- ceiling heights;
- eaves, decks and other projections.
- For more complex buildings or additions, full sections through the work in multiple directions and at different locations may be required to fully explain the work. Separate structural section drawings or details may be required, in addition to building or architectural sections, to show the structural connections.
- For buildings containing new or revised stairways, stair details must be provided which indicate the construction materials, structural support and dimensional relationships to surrounding construction.



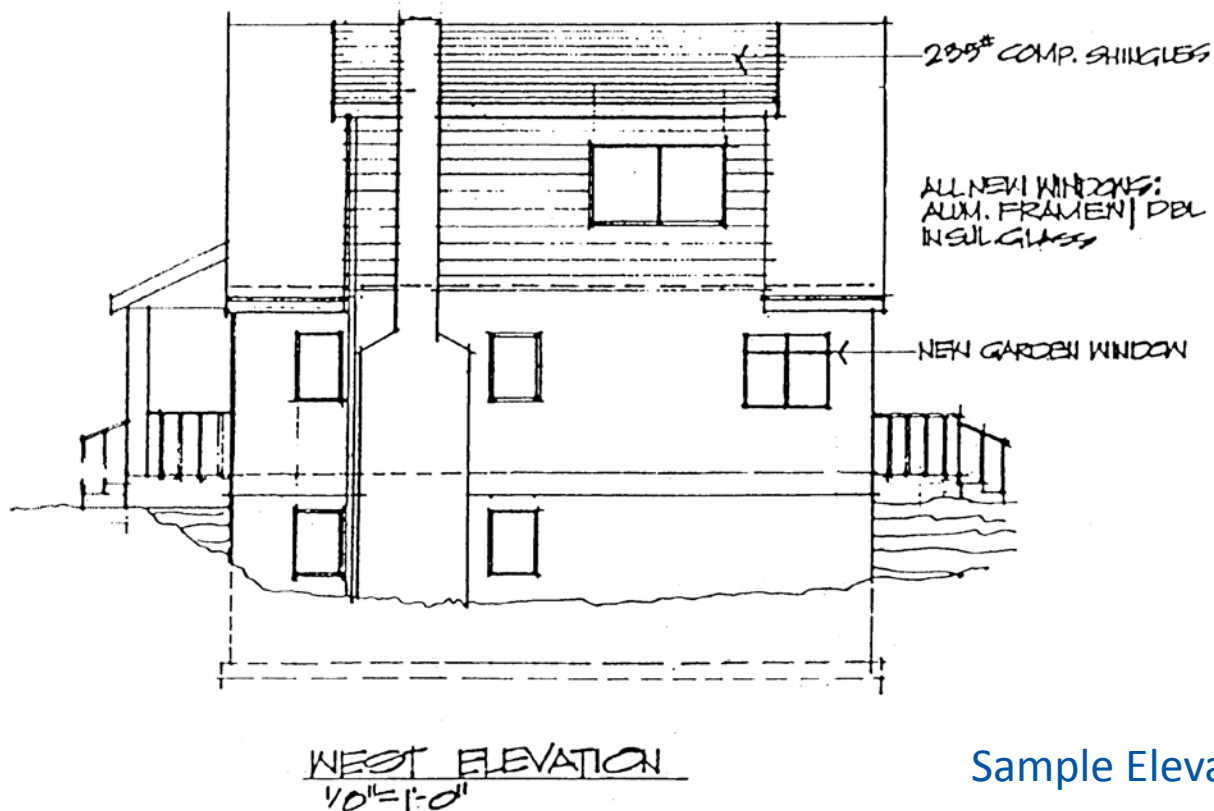
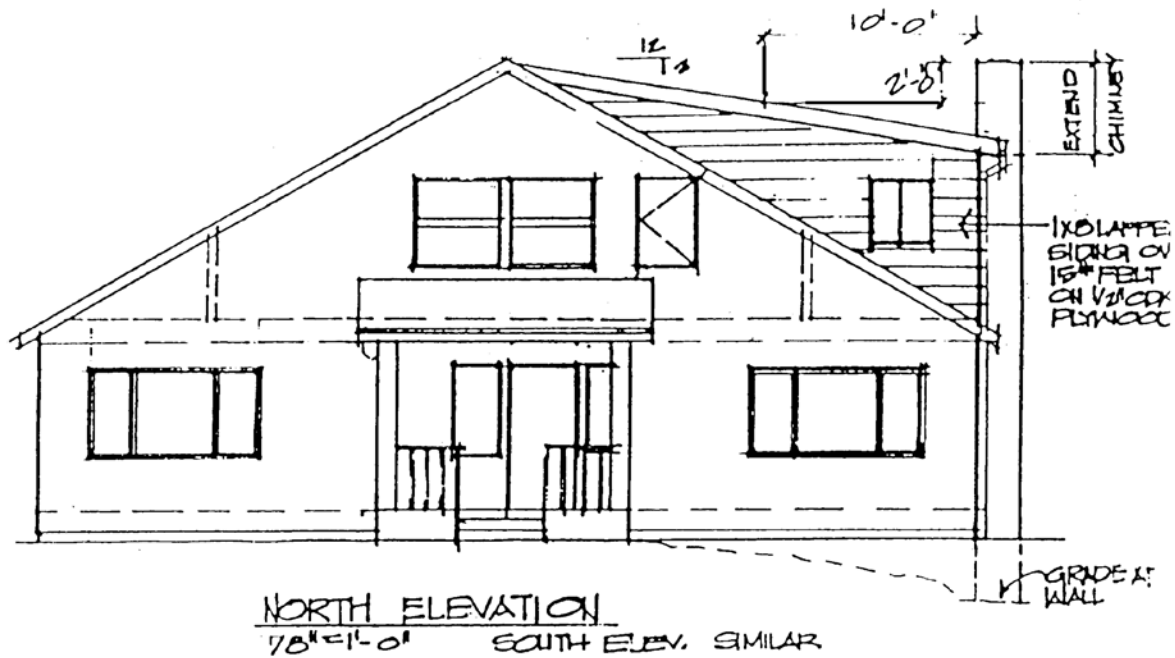
- The purpose of building plans is to provide the Town with a complete and accurate description of your proposed project. If there is something you think you will need to explain when we review your application and plans, please put it on the drawings.

## Building elevation drawings

Building elevation drawings are exterior views of the building, sometimes identified as front, rear, left, right; or north, south, east, west. Any project that requires a change in the exterior of the building must have building elevation drawings.

Elevations must be drawn to scale,  
 $\frac{1}{4}$  inch = 1 foot  
is the normal scale.

Elevations show the level at which the ground meets the building, the slope of the ground where it meets the building, the vertical location, size of windows and doors, the type of siding and roofing, the height and configuration of guardrails and similar features on the exterior of the building.



Sample Elevations