



Garage and Room Addition Specifications

Garage and Room Addition Submittal Information:

- Completed Residential Building Permit application & two (2) sets of plans
- Plot plan (Mortgage Survey) showing residence, garage or room addition location, dimensions and distance from property lines. Your plot plan is provided to you with your mortgage/closing paper work. If you cannot find a copy visit Delaware County Auditor website at www.co.delaware.oh.us and print an aerial view of your property
- Drop off or mail all permit application materials needed. After plan review and approval, you will be notified that permit is ready for payment and pickup. Checks made payable to the City of Delaware
- OOPS- call before you dig to locate underground lines. Call 811

Inspections (same day inspection if you call between 8-9 a.m.) After your permit is approved and paid for you will call us to schedule the inspections that will be listed on the back of your permit. Inspections will depend on your scope of work. Plans and permit must be on site and accessible for inspectors review. A time may be assigned to your inspection for room addition.

Plans must include:

- Roof truss specifications from manufacturer or rafter layout showing size and spacing. Stamped set and layout if complicated truss set
- Side elevation showing the footer, foundation, floor framing, sidewall framing, header size and roof framing
- Exterior elevation drawings showing front, rear and sides of finished construction
- Overhead view showing all rooms and their intended use (i.e. bedroom, living room, bathroom, etc...)
- Basements, must have an engineered design with an engineer's stamp, if not built per Code requirement. Crawl spaces conditioned or unconditioned with ventilation requirements
- Overhead view showing all floor joists, their size, direction, spacing and spans
- Overhead view showing beam locations, size and pier pad/support locations
- Window sizes in bedrooms. Egress required: 5.0 sq ft 1st floor, 5.7 sq ft 2nd floor and tempered glass required
- Show what type of heat is to be used and location of heating and return air ducts
- Electrical schematic showing all electrical outlets, switches and lights
- Detached Garage – combined total of all detached structures should not exceed 720 sq. ft. OR 25% of the require rear yard, and no structure should exceed a maximum height of 20' measured from grade to ridge