

## SPRINGDALE BUILDING DEPARTMENT

### Required Submittals Permit for NEW SINGLE FAMILY RESIDENCES

The following materials are required to be submitted when applying for a building permit:

I. Application

II. Completed Energy Forms

III. Copy of Sewer [Availability Letter from MSD](#), and [Water Availability from CWW](#)

IV. Three Sets of Plans, including:

A. Site Plan showing:

- 1) Registered Surveyors or Engineers Seal and North Arrow.
- 2) Stakes, Markers, Lot Dimensions and Bearings.
- 3) Proposed and existing buildings and dimensions.
- 4) Yard dimensions, sides and rear.
- 5) Driveway dimensions and material.
- 6) Adjacent lots within 100 feet.
- 7) Scale -1" - 50' minimum (1" - 30' preferred).
- 8) Streets, sidewalk and curb and location of right-of-way and easements.
- 9) Elevations of the following:
  - a) Lot corners (existing and proposed).
  - b) Building corners (existing and proposed)
  - c) Top of curb at projection of side lot lines.
  - d) At least 2 points on each side lot line opposite the building corners (existing and proposed).
- 10) Location of storm and sanitary sewers, length and invert elevation at each end of the pipe.
- 11) Location and approximate depth of water and gas mains.
- 12) Location of building laterals and connections to utilities.
- 13) Location of natural drainage features, ditches, creeks, swales, etc., and elevations at points where they intersect property lines.

B. Building Plans showing:

- 1) Floor plans of each floor, including basements. Floor plans shall show door swings, windows, stairs, proposed use of each room, and attic and crawl space access. The plans shall be sufficiently dimensioned to determine room sizes and overall dimensions. Indicate floor and roof framing, beams and headers.
- 2) At least three (3) elevations describing exterior finish materials and indicating floor to floor heights and depths of footings.
- 3) A typical wall section showing the following:
  - a) Footing size
  - b) Foundation wall, backfill, damp proofing and footing drains
  - c) Wall construction and finish materials
  - d) Floor framing and sheathing
  - e) Roof framing, pitch, sheathing and covering
  - f) Insulation
  - g) Attic ventilation.
- 4) Stair detail showing:
  - a) Tread and riser dimensions
  - b) Handrail details
  - c) Guard details if stairs are open to below
  - d) Head room
- 5) Fireplace Detail (include catalog cut sheet if manufactured fireplace)
- 6) Certified truss drawings (from truss supplier) if applicable.
- 7) Any additional sections as may be required for clarification.