



The following information is a list of requirements for the most common types of applications.

*For a deck-*

- 1) Building Permit Application Forms A & B (Form A - All information is to be filled out neatly and completely and should include all information that is relevant. Form B must have all dimensions shown from property lines on the plot plan).
- 2) Deck Form *or* your own drawing to scale. These shall be completely filled out.

*For a detached garage –*

- 1) Building Permit Application Forms A & B (Form A - All information is to be filled out neatly and completely and must include information that is relevant such as if the building is being moved in from another location. Form B must have all dimensions shown from property lines on the plot plan).
- 2) *Either* a Garage Form or Floor Plan to scale showing all dimensions (width, length, dimensions to doors, windows, etc.) and noting all miscellaneous things such as sheetrock location, drains, etc.
- 3) Typical Wall Section Form filled out neatly and completely.
- 4) *Either* Manufactured Truss drawings or a drawing (to scale) or sheet describing in good detail the layout and dimensions of all lumber for rafters and beams.
- 5) Wall and Door Schedule showing dimensions and type of all windows and doors (unless this information is clearly defined on the Floor Plan or Garage Form)
- 6) If relevant to the project - any beam information (location, size, and span) not noted as part of any other submittal.

*For a house or addition –*

- 1) Building Permit Application Forms A & B (Form A - All information is to be filled out neatly and completely and should include all information that is relevant. Form B must have all dimensions shown from property lines on the plot plan).
- 2) Floor Plan to scale showing all dimensions (overall width and length, dimensions of all rooms, dimensions to doors, windows, dimensions of fixtures such as toilets, showers, etc.) and noting all miscellaneous things such as smoke detector locations, exhaust fans, safety glazing, fireplaces, etc.
- 3) Typical Wall Section Form filled out neatly and completely.
- 4) Stair Detail Form *or* your own drawing to scale for each and every stairway. These shall be completely filled out.
- 5) Deck Form *or* your own drawing to scale for each and every deck. These shall be completely filled out.
- 6) *Either* Manufactured Truss drawings *or* a drawing (to scale) or sheet describing in detail the layout and dimensions of all lumber for rafters and beams.
- 7) Wall and Door Schedule showing dimensions and type of all windows and doors (unless this information is clearly defined on the Floor Plan)

*If there is a garage on the permit you will need to also provide...*

- 8) Typical Garage Wall Section Form.
- 9) *Either* a Garage Form or Floor Plan to scale showing all dimensions (width, length, dimensions to doors, windows, etc.) and noting all miscellaneous things such as sheetrock location, drains, etc. unless all information is shown on the floor plan for the house.
- 10) *Either* Manufactured Truss drawings or a drawing (to scale) or sheet describing in good detail the layout and dimensions of all lumber for rafters and beams for the garage unless this information is clearly defined somewhere else on the plans.
- 11) Wall and Door Schedule showing dimensions and type of all windows and doors unless this information is clearly defined somewhere else on the plans.
- 12) If relevant to the project - any beam information (location, size, and span) not noted as part of any other submittal.



*For a remodel -*

- 1) Building Permit Application Form A (Form A - All information is to be filled out neatly and completely and should include all information that is relevant.
- 2) Floor Plan to scale showing all dimensions (overall width and length, dimensions of all rooms, dimensions to doors, windows, dimensions of fixtures such as toilets, showers, etc.) and noting all miscellaneous things such as smoke detector locations, exhaust fans, safety glazing, fireplaces, etc. This drawing will need to show before and after for walls that are moved, removed, or added. Walls removed should be shown as dashed lines or noted clearly on the plan.
- 3) Wall and Door Schedule showing dimensions and type of all windows and doors (unless this information is clearly defined on the Floor Plan)
- 4) Stair Detail Form *or* your own drawing to scale for each and every stairway that is added or changed as part of the remodel. These shall be completely filled out.
- 5) If relevant to the project - any beam information (location, size, and span) not noted as part of any other submittal.

*For a fence -*

- 1) Building Permit Application Forms A & B (Form A - All information is to be filled out neatly and completely and should include everything is relevant such as material, height, etc. Form B must have all dimensions of the fence and dimensions shown from property lines on the plot plan. In addition show the location of the electric meter.

If you desire examples of each form, plan, or schedule mentioned in the lists above, they will be provided upon request to the Building Official or you can use the following steps to retrieve this information online;

Go to [www.cityofmadisonsd.com](http://www.cityofmadisonsd.com)

On the left side of the page click on "City Departments"

On the left side of the page under "City Departments" click on "Engineering"

On the Engineering page scroll down and click on "Building Permits and Inspections"

On the Building Permits and Inspections page scroll down and find the .pdf for each respective example and click it to open.