CONTRACTOR REGISTRATION / BUILDING PERMIT APPLICATION FORMS

The General Contractor or agent will submit the permit application form listing the contractors in the licensed trades (plumbing/electrical/mechanical) and other information requested on the form.

The General Contractor is also required to submit the *Contractor Registration Form* included in this packet. The fee for registration is $25.00.

 SUBMIT PLANS

*See “New Residential Plan Submittal Requirements”*

All items on this list must be included before a Plan Review can be done.

 PLAN REVIEW

Plan reviews are typically completed within 1-2 working days.

The submitter will be contacted when the permit is ready for pick up and building permit fees and all tap fees will be payable at that time.

 INSPECTIONS / INSPECTION REQUESTS

The following standard inspections are required:

 1. Form board survey

 2. Temporary pole inspection

 3. Rough plumbing

 4. Foundation

 5. Rough frame

 6. Rough electric

 7. Rough mechanical

 8. Rough plumbing top out

 9. Energy Code Compliance

 10. Building finals

Inspection requests are accepted daily from 8:00 a.m. to 3:30 p.m. in order for them to placed on the following day’s schedule. Requests can also be emailed to pgregg@cityofalvord.org

*Additional trade permits are required for fences, pools, sprinkler systems, solar panels and propane tanks for residential. Fire suppression & sign permits are also required for commercial structures.*

Driveways must be paved concrete or asphalt

 RE-INSPECTION FEES

A $100.00 re-inspection fee may be charged when:

1. The inspection called for is not ready when the inspector arrives;

2. The building is locked or work otherwise not available for inspection when called;

3. The job site is red-tagged twice for the same item.

**New Residential Plan Submittal Requirements**

**Site Plan**

* Drawn to scale
* Drainage directions, with arrows
* Easements
* Driveway location
* All structures on site, including accessory buildings, fences, sidewalks, retaining walls, etc.
* Distances from other structures and property lines
* Legal lot description and address

**Energy Plans**

* 2015 IECC Energy Code Compliance Projects shall comply with one of the following:

*Prescriptive Approach*

* Glazing = U-Factor 0.35 or less
* Solar Heat Gain Coefficient = SHGC 0.25 or less
* Attic Insulation = R-value 38 or greater
* Cathedral ceiling with no attic = R-value or greater
* Wall insulation = R-value 20 or greater
* Floor insulation (pier and beam type) = R-value 19 or greater

 *Performance Approach*

* Compliance Report – Energy Star, IC3, ResCheck, HERS/Remrate, or other as

**Foundation Plans**

* Engineered slab/foundation layout
* Engineered foundation letter identifying the applicable building code (IRC) and soil conditions

*(engineering is not required for a conventional foundation per building code, i.e. concrete footings and beams on undisturbed soil, etc.)*

**Floor Plans**

* Drawn to scale
* Dimensions
* Door and window sizes and locations
* Label all rooms

**Elevation Plans**

* All sides of home
* Roofing materials
* Roof pitch
* Overhangs, including depth

**Roof, Ceiling & Floor Framing Plans**

* Rafter, joist beams and header sizes, spacing and spans

**Wind Bracing Plans**

* Braced wall panel types and locations
* Hardware specifications
* Alternative Engineered Design if design does not meet minimum code requirements