

## **Room Addition**

1. Before constructing a family room, kitchen addition, bedroom addition or any other addition, permits must first be obtained from the Building Department.
2. The property owner should have a good perspective as to how large the addition will be, method of construction and assembly, types of exterior finish and siding, types of windows and doors, and general idea for location of closets and other interior partitions.
3. At the time of applying for a permit, a Building Department Official will require four types of drawings which may be professionally drawn or drawn by the homeowner. The drawings aid the property owner during the different stages of construction and are also reviewed by the Building Department for code compliance and minimum safe construction methods. The types of drawings required are:

- a) **Site plan or plot plan.** The plot plan submitted for your home improvement project should show the following:
  - 1) Location and dimensions of the lot lines.
  - 2) Locations and size of all existing and proposed structures including front, side, and rear setback dimensions, as well as structure dimensions.
  - 3) Location and dimensions of the driveway.
  - 4) The plot plan should be drawn to a scale (1 inch = 20 feet) and should show a north arrow.
  - 5) The street address and name should be clearly indicated.
  - 6) For additional information concerning the preparation of a plot plan or requirements, or the City Zoning Laws pertaining thereto, please contact the Building Department, 440-899-3400.

This diagram will indicate the size of the existing lot, length and width and will specify the size of the existing house and the size of the proposed addition. Any other structures on the lot should also be indicated on the site plan.

- b) **Elevation drawings.** Elevation drawings are illustrations of the rear and sides of the proposed room addition. They will indicate the sizes and location of windows and doors and specify the types of siding, whether aluminum or wood, roofing material, and any other special trim.
- c) **Details.** Detailed drawings will show the exact method of construction. They will show depths of footers, size and types of foundations, size of floor and ceiling joists and their spacing, type of wall construction including insulation, pitch of roof and sizes of roof rafters. They will detail thickness of sub and finish floors, thickness of walls and ceiling , and specify finished ceiling heights.

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- d) **Floor Plans.** Floor plans will indicate interior arrangements of partitions and specify measurements from wall to wall. These plans will locate doors, cabinets, electrical outlets and switches, plumbing, and heating equipment. Floor plans also reveal any interior modifications on the existing portion of the house that may need altering to gain entrance into this proposed addition. All of the above drawings shall be drawn to scale (1/4 inch = 1 foot, is suggested).

Other information submitted with the drawings specifying specific products and assemblies are called “specifications”.

### 4. Permits to be obtained:

Building – For foundations, footings, rough shell, cabinets, soffits, exterior and interior finish.

Electrical – For new receptacles, switches, and electrical appliances.

Plumbing – For sinks, water closets, lavatories, tubs, showers, dishwashers, gas piping and sewers.

Heating – For wall heaters or other heating equipment.

5. Inspections. The persons to whom a permit has been issued shall be responsible for requesting periodic inspections at each of the following stages of construction before covering or concealing work:

- a) Excavation for footers
- b) Installation of footing drains, building drains and building sewers.
- c) Completion of foundation and waterproofing.
- d) Upon completion of the framing of the superstructure.
- e) The completions of roughing in the plumbing, electrical wiring, gas piping, heating ducts or piping, or other similar service installations.

6. Typical room addition foundations. Most room additions will be constructed over a crawl space rather than excavating a complete cellar or basement. (See detail drawing “A” on next page). Foundation walls shall be sized based on height of unbalanced fill and will require brick veneer or stucco finish above grade. Footers supporting these walls are dug 38 inches below grade. The width of these footing shall be eight (8) inches wider than the foundation. Trench footers shall be not less than 16 inches wide. Crawl spaces are a minimum height of 18 inches “clear space” and 30 inches when access for maintenance is required. All ground surfaces in the crawl space area shall be covered with 6 mil plastic and at least three (3) inches of concrete to service as a vapor barrier and prevent dampness from rising.