



**CITY OF CLIVE**  
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**2018 CHECKLIST FOR ADDITION/REMODEL TO SINGLE FAMILY DWELLINGS AND DUPLEXES**

BUILDING ADDRESS
OWNER'S NAME

*The following plans and documents are required to be submitted, reviewed and approved prior to the issuance of a building permit. Please ensure details on reverse side are completed prior to submission.*

- Building Permit Application
- Builder's Acknowledgement
- Completed energy worksheet **OR**
- Scope of work from 3rd Party Inspection Provider

**SITE PLAN**

A single sheet site plan must include the following:

- Building setbacks (front, rear and sides)
- Building dimensions
- Easement locations
- Site grading (including street elevation, garage floor elevation and basement floor elevation)
- Minimum Protection Elevations, if applicable
- Deck and patio locations
- Proposed grading
- Other
  - Opening to existing structure information
  - Electrical, mechanical and plumbing information
  - Window and door information

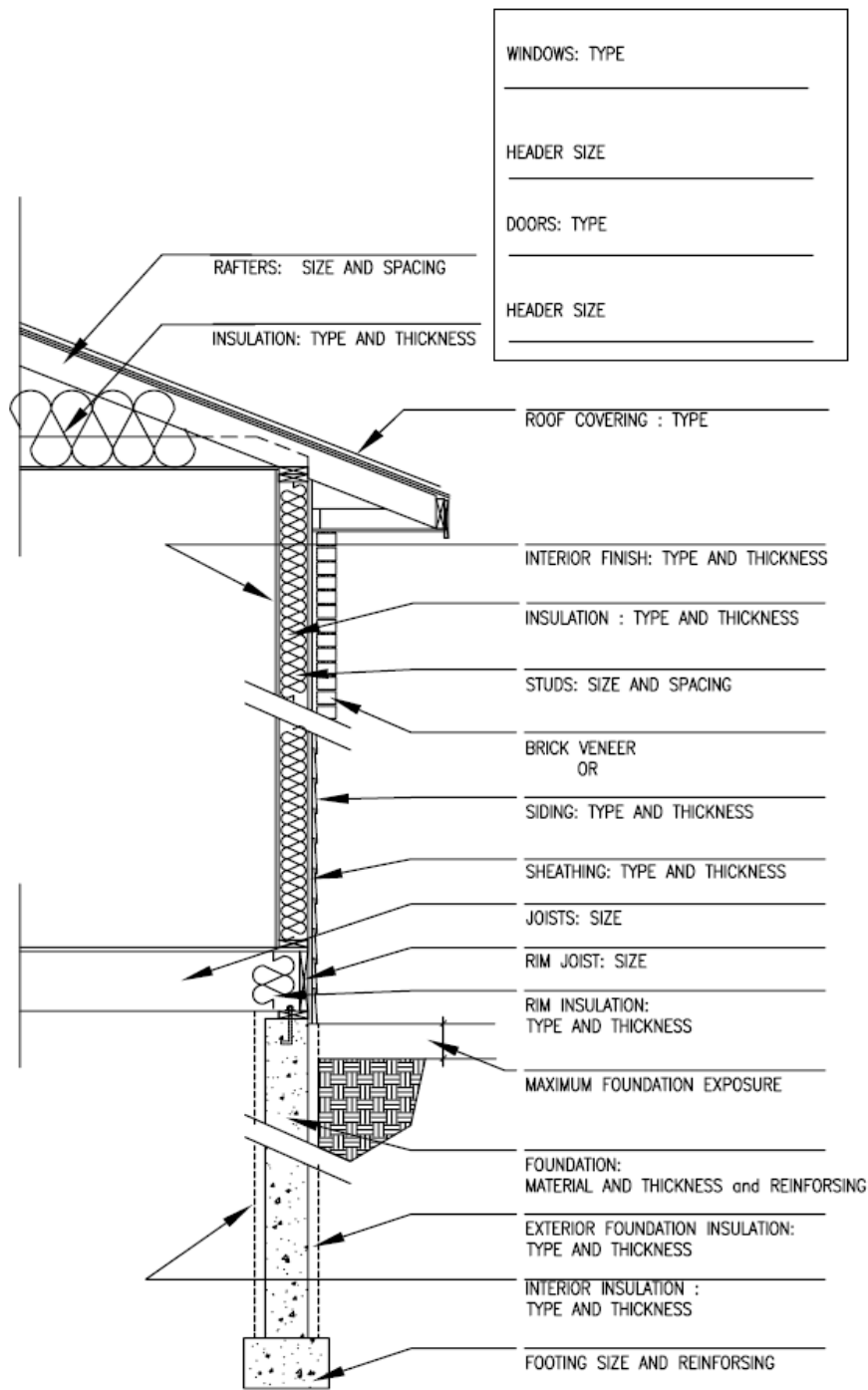
**PLAN SET**

- Footing and Foundation Plan
  - Size of footing with reinforcing
  - Type of foundation wall, material and thickness
  - Wall dimensions to openings
  - Deck footing sizes and details
- Floor Plan
  - Floor framing to include size and material
  - Attachment to existing structure
- Wall Section (see reverse)
  - Typical exterior wall section showing:
    - Material and spacing
    - Interior finish
    - Insulation type and thickness
    - Exterior sub sheathing
    - Building wrap
    - Exterior finish material
    - Attachment to existing structure
- Roof Plan
  - Type and slope
  - Framing type and size
  - Attachment to existing roof (overbuild, etc.)
  - Truss information
  - Header sizes over new and existing openings to support roof loads

**REQUIRED INSPECTIONS:**

1. Pre-construction
2. Footings before concrete
3. Floor framing before sheathing if both sides need to be sheathed immediately
4. Framing inspection
  - a. Electrical rough-in
  - b. Mechanical rough-in
  - c. Plumbing rough-in
- 5 Final (move-in ready)

**NOTE:** *Any changes in plans must be reviewed and approved by the Construction Services Administrator prior to commencing with those changes.*



TYPICAL CONSTRUCTION DETAIL FOR ADDITIONS  
 FILL IN ALL APPLICABLE INFORMATION