



Waterloo Building Department  
715 Mulberry Street  
Waterloo IA 50703  
319-291-4319  
www.cityofwaterlooiowa.com

## Single Family Dwelling Addition Checklist

- \_\_\_\_\_ **Building Permit Application.** Applications can be found on the city website. Fill out all sections as complete as possible. Include total valuation of the project and square footage of finished living space area.
- \_\_\_\_\_ **Site Plan.** An approved site plan document is required from Planning & Zoning and the Engineering Department. You must submit a site plan of the lot or parcel with placement of the addition and any decks or landings that are proposed. Show dimension of the property, size of structure and distances to lot lines. Include any new driveway and curb cut locations and label them as new for review by the Engineering Department. Any work in the right-of-way will require a ROW Permit from the Engineering Dept.
- \_\_\_\_\_ **Construction Drawings.** Submit a legible set of construction drawings that clearly show what is existing and possibly remodeled, and what will be new construction. Include as much detail as possible. An Elevation Plan. A Foundation Plan. A Floor Plan - show all floor levels with room layout and window locations, detail beam types and sizes. A Wall Section Plan detailing the footing dimensions, below grade wall construction and height, grade height, sill and floor joist information, above grade wall construction, rafter/truss, decking and roofing materials. Include insulation R-values and method used for each level. Include a stair detail where applicable showing rise, run and headroom. Provide construction drawings for any new decks, porches or landings.
- \_\_\_\_\_ **Window Schedule.** Include information on safety glazing and egress where required.

Permit Address: \_\_\_\_\_

Applicant: \_\_\_\_\_ Phone \_\_\_\_\_