

City of West Allis Department of Building Inspection & Neighborhood Services
Informational Bulletin

Residential Additions & Alterations

BINS 2/16

Submittal Requirements

Drawings must be legible and drawn to scale or dimensioned and include:

- **Plot Plan** A plot plan showing the location of the dwelling and any other structures on the property with respect to property lines. A plat of survey is required for additions.
- **Floor Plan** A floor plan showing the size and location of the following:
 - Rooms.
 - Doors.
 - Windows.
 - Room uses.
 - Structural features - size, species and grade of lumber or other structural material for joists, beams, rafters, trusses, headers, studs, and columns, strength, thickness, and reinforcement (if any) of concrete for footings, foundations, floors and any other concrete work. Height and thickness of concrete and or masonry construction.
 - Exit passageways (hallways) and stairs (including all stair dimensions – riser height, tread width, stair width, headroom and handrail heights).
 - Plumbing fixtures (bathroom, kitchen, etc.) – lavatory, water closet, water heater, water softener, etc.
 - Chimney(s) – include also the type of construction (masonry or factory built) and rating, if metal.
 - Heating equipment.
 - Cooling equipment (central air conditioning, if provided).
 - Attic and crawl space access.
 - Fire separation between dwelling and garage if applicable.

- **Elevation Drawings** which show;
 - Information on exterior appearance.
 - Indicate the location, size and configuration of doors, windows, roof, chimneys and exterior grade level.
- **Cross-sectional** drawings which show:
 - Exterior grade level:
 - Footing and foundation wall sizes, drain tile system and types of materials.
 - Exterior wall construction identifying materials used (including insulation and vapor barrier).
 - Roof construction identifying materials used and spans (including insulation and vapor barrier).
 - Floor Construction identifying materials used.

Miscellaneous Information (Optional at inspector's request.):

- Location of electrical outlets, lights, switches, main distribution panel and smoke detectors.
- Manufacturer's name, model number, and input/output rating of heating appliance(s). Also include cooling appliance if central air is installed.
- Size and location of ventilation openings for attics and crawlspace (can be shown on floor plans or elevation plans).
- Location of any exhaust fans to be installed.
- Any additional information necessary to help determine compliance with the code, such as

Please be sure you have fulfilled all requirements before submitting your permit application. Incorrect submittal will only slow up the process.

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