



## Attached Garage

Information for private garages attached to one and two family dwellings.

### Planning & Zoning Division

Phone 892-5130

Fax 892-5155

- Contact the Planning & Zoning Division for setback and other zoning requirements
- **SITE PLAN** Submit accurate site plan for review and approval, which includes:
  - ◆ Location of the proposed garage and any other buildings or structures on property.
  - ◆ Distances from buildings and structures to property lines and to other buildings.
  - ◆ Show easements, drainage, road right-of-way, well and septic system.
  - ◆ If all Zoning requirements are met, Planning & Zoning will forward the approved site plan and zoning review to the Building Division. (Required prior to issuance of the building permit).

### Building Division

Phone 892-5130

Fax 892-5155

- **BUILDING PERMIT APPLICATION**
  - ◆ Construction documents are required to be submitted in pdf format. Plans shall include dimension lines or be drawn to scale. Provide sufficient information for the building official to ascertain the scope of the project. Plans shall also allow for digital signatures and mark-ups. Online submittal is preferred. Plans can be submitted via the [Permit Application Portal](#). **or**
  - ◆ Fill out the information on the following pages of this form. In-person submittal is available by appointment, call 892-5130 to schedule.
  - ◆ Building Permit fees are based on the area of the garage. Call for permit fee estimates.
- **ADDITIONAL PLANS AND INFORMATION REQUIRED FOR:**
  - ◆ Gambrel roof or unconventional roof framing
  - ◆ Attic storage area or second floor
  - ◆ Wall heights above 10' may requires engineering
  - ◆ Stairs to storage area, basement or second floor
  - ◆ Any use other than a private garage attached to one and two family dwellings
  - ◆ Any living space above garage
- **ADDITIONAL PERMITS REQUIRED**
  - ◆ Separate Electrical, Mechanical, and Plumbing Permits (when applicable) are required for work performed in these trades. For example:
    - ✧ **Electrical:** At least one GFCI protected general-purpose receptacle outlet and one lighting outlet are required in each garage. At least one receptacle shall be installed for each car space. Also, one lighting outlet on the exterior side of each walk/service door is required.
    - ✧ **Mechanical:** Suspended gas fired heater, gas piping or HVAC work.
    - ✧ **Plumbing:** Installation of a sink, bathroom or other plumbing work.
  - ◆ Contractors licensed in the respective trade must obtain these permits and perform the work.
  - ◆ A homeowner may qualify to obtain these permits and perform the respective work.
- **Inspections Required**
  - ◆ Footings when excavation is complete and forms are set and before concrete is poured
  - ◆ Rough Electrical, Mechanical, and Plumbing (when applicable)
  - ◆ Rough Frame
  - ◆ Final Inspection prior to occupancy, **Certificate of Occupancy** is required.

Smoke alarms must be installed in the existing house in locations the same as for a new house prior to final inspection and issuance of the Certificate of Occupancy.

Specification form for private garages attached to one- and two-family dwellings. Please provide the following information:

**Size of New Garage** \_\_\_\_\_ x \_\_\_\_\_ **Wall Height** \_\_\_\_\_ **Enlarging existing attached garage?**  Yes  No  
 Length Width

**Attaching to new house at:**  Hall  Laundry  Kitchen  Mud Room  Dining  Living  Sleeping  Other  
 \_\_\_\_\_

**Closing windows at:**  Hall  Laundry  Kitchen  Mud Room  Dining  Living  Sleeping  Other  
 \_\_\_\_\_

**Will this garage have living space above it?**  Yes  No **If yes, used for:** \_\_\_\_\_

**Will this garage have storage space above it?**  Yes  No **Stairs?**  Yes  No

- **Wall Sheathing**  Plywood (approved structural wood panel)  
 OSB (approved structural wood panel)  
 Other sheathing \_\_\_\_\_
- **Wall Corner Bracing**  4' at each corner  
 Other bracing method \_\_\_\_\_  
*Inquire at Building Division for alternative bracing methods*
- **Roof Framing**  Manufactured wood trusses (copies of truss design required)  
 Rafters (ask for rafter information sheet and rafter tables)
- **Roof Sheathing**  Plywood (approved structural wood panel)  
 OSB (approved structural wood panel)  
**Size**  7/16"  1/2"  5/8"
- **Eave Ice Protection** (required to a point 24" inside exterior wall)  
 Self-adhering bitumen  
 2 layers mop on (cemented) #15 felt underlayment
- **Roofing Underlayment** Minimum #15 asphalt felt underlay
- **Roofing**  Asphalt/fiberglass shingles (approved)  
 Other roofing \_\_\_\_\_
- **Wall Weather Barrier (required)**  Approved house wrap  
 #15 asphalt felt  
 Other barrier \_\_\_\_\_
- **Siding**  Vinyl  
 Other siding \_\_\_\_\_
- **Separation from house**  Solid Wood Door  Metal Door (no windows)  
 Min. ½" Gypsum Board  On garage side of common wall up to roof sheathing  
 On garage side of common wall up to ceiling height and on entire garage ceiling  
 On all garage walls and on entire garage ceiling if living area above

**OVERHEAD DOORS:**

	Quantity	Width	x	Height	Quantity	Width	x	Height
Overhead doors:	1	8'	x	8'	1	8'	x	8'
<b>In gable end?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No								
Overhead door <b>Headers LVL:</b>	2	1 3/4"	x	8'	2	1 3/4"	x	8'
<b>2X:</b>	2	2"	x	8'	2	2"	x	8'

**DOORS and WINDOWS:**

	Quantity	Width	x	Height	Quantity	Width	x	Height
Doors: <input type="checkbox"/> swing out <input type="checkbox"/> swing in <input type="checkbox"/> sliding			x	6'-8"				3'-0" or 2'-8" x 6'-8"
<b>Door Headers:</b>		2"	x			2"	x	
<b>Windows:</b>			x				x	
<b>Window headers:</b>		2"	x			2"	x	



