



Patio Enclosure & Sunroom

Permit Checklist

Drawing Submittal Standards:

- Submit two sets of construction documents
- All drawings must be drawn to a recognizable scale, such as 1/4" = 1'-0" for the floor plans
- All sheets must include the owner's Name, Project Address, and Date
- All sheets must include name and contact information of person who prepared the drawings

Drawing Revisions:

- All revisions must be clearly marked or circled
- All revisions must be dated
- Information which did not change as a result of the revision need not be resubmitted

Patio Enclosure or Sun Room Drawing Checklist: *These lists indicate common elements that must be submitted for this project type. Individual projects vary & may require additional information. If unsure of the project requirements, contact Building Regulations.*

A. Site Plan:

- Plan must show all property lines, easements and setbacks
- Plans must indicate the location, dimensions, and shape of the proposed project
- Plans must show distances to property lines, setback, easements, and all other existing or proposed structures on the property.

B. Foundation Plan

- Footing & Foundation Materials, Dimensions and Depth
- Patio and other concrete slabs, on grade.
- Thickened Slab areas (location and dimensions)
- Floor slab materials, reinforcing and vapor barrier

C. Floor Plan:

- Room Use for Addition (Family Room, Sitting Room, etc.) Note: "Bonus Room" is not an acceptable designation.
- All room uses in existing residence which are adjacent to proposed Addition
- All door sizes and landing dimensions where required
- Complete dimensions, including porches, decks, etc.
- Safety glazing locations
- Smoke detector locations, power source and interconnectivity

D. Framing Plan

- Manufacturer's submittal information must be certified by an Ohio registered Engineer or Architect, including installation on existing slab on grade if applicable. Framing plans must be fully dimensioned between posts, beam lines, and include overall dimensions and identify all framing members and connectors.
- Connection and flashing detail at house & Rafter hangers
- Header and beam sizes and bearing locations
- Submit roof framing or certified drawings if premanufactured trusses are used



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E. Exterior Elevations

- All exterior views
- All finish materials
- All doors and windows
- Include decks, porches, steps, railings, etc.
- Proposed finished grade elevations

F. Wall Sections

- For all wall types in the project

Note: See Code Enforcement Policy for smoke alarm upgrade requirements in existing residences.

Note: Electrical outlets and lighting are required in finished living areas, per the National Electric Code.