

Sun Room or Patio Enclosure

Permit Success Checklist

Montgomery County Building Regulations Residential Drawing 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 and project address
- All sheets must include the name and contact information of the person who prepared the drawings
- All sheets must be dated

Drawing Revisions: (submitted after the permit is issued)

- All revisions must be circled or clouded, in order to see the changes clearly
- All revisions must be dated
- Information which did not change as a result of the revision need not be resubmitted

Sun Room or Patio Enclosure 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.*

1. Site Plan:

- All site features (drive, well, septic field, etc.)
- All structures (existing and proposed)
- Dimensions between structures and property lines
- All easements and setbacks
- Flood area per FEMA FIRM, if applicable
- Topographic information if slope exceeds 1:3 within 40' of house footprint

2. Foundation Plan:

- Footing materials
- Patio and other concrete slabs on grade
- Thickened slab areas (location and dimensions)
- Foundation materials
- Footing and foundation reinforcing
- Floor slab materials, reinforcing and vapor barrier

3. 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

4. Framing Plans, depending on complexity:

- Manufacturer's submittal information must be certified by an Ohio registered Engineer or Architect, including installation on existing slab on grade if applicable
- Header and beam sizes and bearing requirements

Note: See Code Enforcement Policy for details regarding residential roof truss submittals

5. Exterior Elevations:

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

6. Wall Sections for all wall types in project:

- REScheck or Montgomery County approved alternate compliance method.
Note: R values and U factors must match the various wall sections

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

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