

# PLAN REQUIREMENTS FOR RESIDENTIAL BUILDING PERMITS

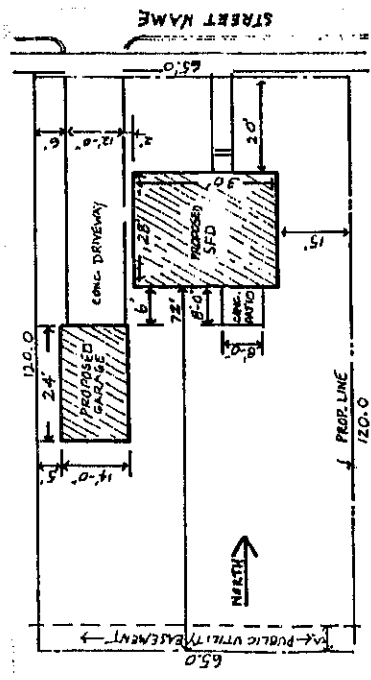
Construction drawings of your project are necessary for the City's plan check process. Plans must be indelible reproductions, such as blueprints, or originals on a good grade of plain white paper. They must be drawn to scale or with dimensions, showing clearly all of the work to be done.

Two copies of plans are required, one of which will be marked APPROVED, with any additions or corrections noted, and returned to you. The approved plans should be kept at the job site at all times. The following list indicates the drawings and details required for a new house, garage or major remodeling job.

**An Energy Review** certifying compliance with the Iowa Energy Code is required if your plans include adding heated space (i.e., an addition or a four season porch). The City of West Liberty will accept a letter from an architect or engineer stating the plans have been reviewed and meet or exceed the Iowa Energy Code. Also acceptable is a review done with the MECcheck software program and submitted on the standard form provided by the program. This program can be downloaded from the internet at no charge ([www.energy.codes.org](http://www.energy.codes.org)) or call the hot line at 1-800-270-CODE.

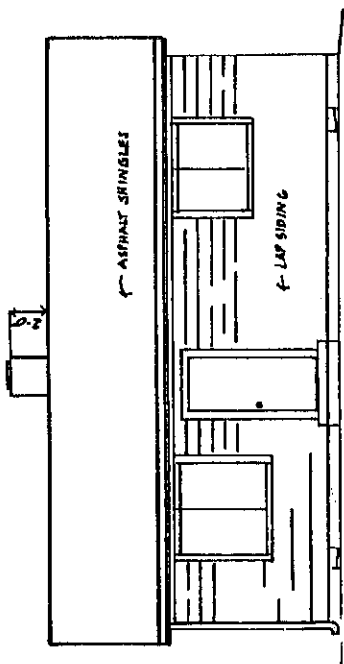
**PLOT PLAN** Scale 1" = 10' or 20', or 1/16" = 1' or 1/8" = 1"

- Entire property with dimension of boundaries, and north arrow
- Location of existing structures and proposed structure or addition, with dimensions and distances from property lines
- Names of bordering streets
- Location of existing alleys
- Location of drives and parking
- Location of required landscaping



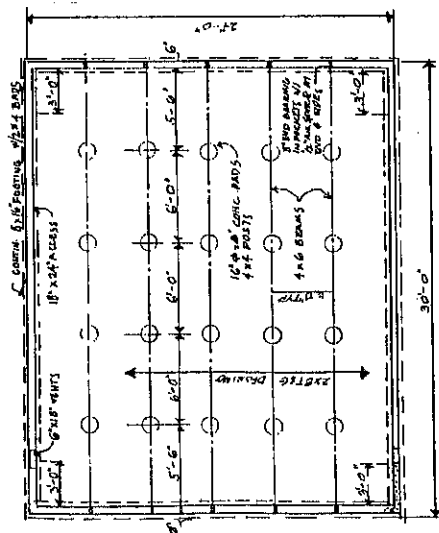
**ELEVATIONS** Scale 1/4" = 1' (Label FRONT, REAR, or NORTH, EAST, etc.)

- All sides of building with exterior materials indicated
- Depth of wall footings with foundations or piers if stepped



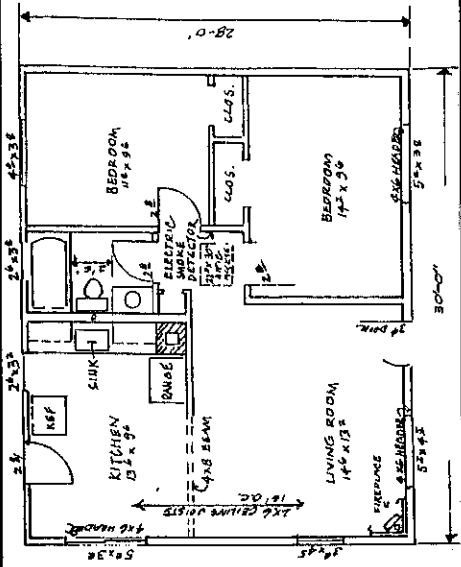
**FOUNDATION PLAN** Scale 1/2" = 1'

- Layout of foundation walls and concrete slabs, with dimensions
- Size and location of footings, posts, beams, air vents, access holes, and integral footings in slabs
- Size, direction and spacing of floor joists and/or beams



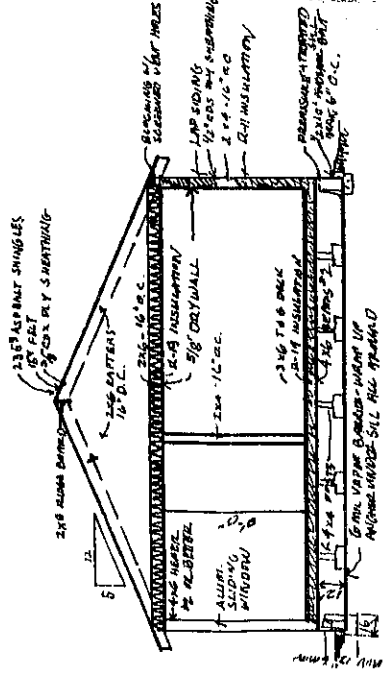
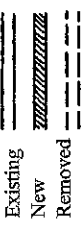
**FLOOR PLANS** Scale 1/4" = 1'  
(For each floor, including basement)

- Size and arrangement of rooms and partitions with rooms or spaces labeled
- Window size and type, door size and type, direction of door swing
- Framing plan of each floor and roof if not included on floor plans, or if framing is complicated
- Total square footage of living space for each floor, and total square footage of garage and other accessory spaces



For an addition or renovation, show schematic floor plan of entire house to scale. Dimensions and details are needed only where new work is to be done

Wall Key for Remodels:



**CROSS SECTIONS(S) Scale 1/4" = 1' (or larger).**

- All floor, wall and roof framing with size and spacing of members
- Heights of crawl spaces, floors and ceilings, and pitch of roof
- Footings, foundation, and finish grade
- Roof and exterior wall materials including insulation and sheathing

**DETAILS**

Clearly show all sizes, materials, connections and construction of the following if applicable:

- Window details if not shown on floor plans
- Fireplace and chimneys
- Roof truss design with stress analysis or
- Roof hips and valleys, decks, stairways, etc

**Housing & Inspection Services**

City of West Liberty Building Inspection

Housing & Inspection Services  
City of West Liberty Building Inspection  
409 N. Calhoun St.  
West Liberty, IA 52776  
319-627-2418