

POLE BUILDING REQUIREMENTS

The following information must be submitted to the Building Official before a building permit can be processed and approved. If the building is for ***agricultural use***, by definition, a building permit is not required but a zoning permit may be required.

- 1. Building Permit Application Form**
- 2. Survey or Site Plan (two copies)**
- 3. Building Plans (two copies)**
- 4. Roof Truss Specifications (one copy)**
- 5. Miscellaneous as required**

A more detailed description of items 1-5 is listed below. After a preliminary review additional information may be required. Allow 7 working days for processing.

- 1. Building Permit Application Form:** Complete and sign a building permit application. Application forms are available at City Hall.
- 2. Survey or Site Plan:** Provide an updated plan of the property showing the direction north, all property lines, road right-of-ways, easements, existing buildings (with dimensions) and project address or PIN number. Diagram the proposed building location, dimensions and proposed setbacks from property lines, existing buildings and all topographical features. A registered survey may be required.
- 3. Building Plans (two copies):**
 - A. Elevation Drawings (exterior views) of front, rear and sides of finished building. Indicate the height from finished grade to the top of the sidewalls and peak.
 - B. Section drawing (side, cutaway drawing) showing the details of the footings, anti-wind lift for the pole, pole dimensions, wall construction, wind bracing, roof framing, purlin and girt spacing and grade of lumber, truss bracing and connection, and roof covering material.
 - C. Floor Plans of the garage floor showing the length and width of the building, post spacing, window/door locations, header sizes and interior walls. Include on the floor plan a written description of the use of all areas of the building.
- 4. Roof Truss Specifications:**

Provide a copy of the manufacturers roof truss design (signed by a licensed engineer) showing the truss span, spacing, design snow load, dead loads, required bracing and spacing and grade of lumber for roof purlins. Check with the local building official before ordering trusses to determine the required snow load for the proposed use of the building.
- 5. Miscellaneous:**

Permit Fees: Building fees will be determined after the application and required plans have been approved. Fees must be paid in full before a permit can be issued or work can begin.