



BUILDING DEPARTMENT
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AWNING/PATIO COVER PERMIT SUBMITTAL CHECKLIST

The following documentation **MUST** be provided for all awning/patio cover permits:

Note: Awnings/patios that are somewhat complex in nature, may require structural engineering.

____ BUILDING PERMIT APPLICATION

Fill out an application completely and sign. Be sure to include:

- Owner, address, telephone number
- Building address
- Lot, Subdivision, and Tax Serial #
- General contractor name, address, telephone number, license number
- Valuation of project

____ SITE PLAN - must be on 8 ½ x 11

- Lot dimensions & lot size
- Location of all existing buildings
- North Arrow
- Setbacks - Show distances from structure to property lines.

____ BUILDING PLANS - on either 8 ½ x 11, or 11 x 17 size paper

- FLOOR PLAN
 - ❖ Proposed awning size
 - ❖ Size and spacing of joists or trusses
 - ❖ Size and type of material
 - ❖ Size, type, location, and spacing of posts
 - ❖ Size and type of beams
 - ❖ Show lateral bracing, bolt size, and placement
 - ❖ Show post to beam and post to footing connection (if applicable)
 - ❖ Show any electrical being installed
 - ❖ ANY REQUIRED ENGINEERING
- ELEVATION PLAN
 - ❖ Height of structure from grade
 - ❖ Size and depth of footings (if applicable)