



# INSPECTION SERVICES DIVISION



[www.burlingtonvt.gov/DPW/Municipal-Agreement-Mission-Statement](http://www.burlingtonvt.gov/DPW/Municipal-Agreement-Mission-Statement)

Specific to the Burlington City Code of Ordinances – Chapter 8 and current adopted Vermont Fire and Building Safety Codes and Standards

## CODE COMPLIANCE INFORMATION SHEET

# CONSTRUCTION PLANS, DOCUMENTATION, AND PERMIT APPLICATION

Construction plans are required to secure and build off from Building Permits. A permit cannot be issued without a completed permit application and accompanying construction documents (see below for exceptions).

Although the elevation and plot plans approved by the Department of Planning & Zoning are accepted as part of the package for securing a Building Permit they are not construction documents: therefore no permit can be issued an application and documents, as noted above.

**Exceptions:** clear scope of work will be required in place of construction plans for those projects (NLT) that include interior remodel, (i.e., kitchen, bathroom, conversions of use, roof cover, window replacements, etc.) to include existing and proposed floor plans where required. Any removal of nonbearing and load bearing walls needs to be identified and beams that replace these walls need to be supported by calculations that provide the minimum code requirements.

### 11 x 17 COMPLETE CONSTRUCTION PLANS TO INCLUDE (NLT) BELOW. ELECTRONIC PDF FORMAT ACCEPTED

Code analysis to include and not limited to

Use Classification

Occupancy loads

=> Cross section (identifying size and type of materials)

-Foundation

-Floor joist

-Exterior walls

-Rafter/Truss system

-Insulation R values (VT Residential Building Energy Code)

Construction plans cont:

- Ceiling heights
- Roof materials
- => Floor Plans
- Existing (identifying room)
- Proposed (identifying room)
- => Stair rise and run
- => Guardrail and handrail detail
- => Floor systems
- => Roof systems
- => Elevation plans (copy of approved Zoning accepted)
- => Plot view (Copy of approved Zoning accepted)
- => Type of use

### **PROFESSIONAL CUT SHEETS REQUIRED (NLT)**

- => All structural carrying beams and support members
  - => Truss Roof systems
  - => Egress windows for every living and sleeping areas (Shall meet current edition of the State of Vermont Building & Fire Life Safety Code
- [http://firesafety.vermont.gov/sites/firesafety/files/files/rules/dfs\\_rules\\_firecode2015\\_current.pdf](http://firesafety.vermont.gov/sites/firesafety/files/files/rules/dfs_rules_firecode2015_current.pdf)

### **PROFESSIONAL SEALS**

Vermont Fire and Building Safety Code; Seals: "Each licensee shall obtain a seal of such design as the board shall authorize and direct. Plans and specifications prepared by, or under the direct supervision of, a licensed architect shall be stamped with the licensee's seal".

### **INDEPENDENT THIRD PARTY INSPECTION REPORTS**