



## ADDITION – SINGLE FAMILY/DUPLEX

- If project is in a **DESIGN OR HISTORIC DISTRICT (DD or DP)** – refer to information sheet for additional review requirements
- If project is in **FLOODPLAIN OR FLOODWAY** – refer to information sheet concerning additional requirements.
- If project requires connection to or extension of City **WATER AND SEWER** lines, refer to information sheet concerning additional requirements.

For applications and further information please visit our website at:  
[www.columbiadevelopmentservices.net](http://www.columbiadevelopmentservices.net)

### SUBMITTAL REQUIREMENTS

Submit plans to: **CITY OF COLUMBIA DEVELOPMENT CENTER**

Below are the plans necessary for review of an Addition to a Single Family Home or Duplex. Please note that incomplete plans will not be accepted for review. **ALL PLANS MUST BE TO SCALE.**

**RESIDENTIAL NEW CONSTRUCTION/ADDITION PERMIT APPLICATION: 1 copy**

**CONTRACT (VERIFICATION OF JOB COST): 1 copy**

**PLAN REVIEW FEE- \$25**

**SITE PLAN: 3 copies at 8 ½" x 11" Minimum**

- Address(es) (if not yet assigned – contact Engineering);
- Tax Map Sheet #s;
- Location of existing house and proposed addition showing setbacks from property lines;
- Show any other buildings on lot;
- North Arrow, Scale (not less than 1 inch equals 20 feet), and Vicinity Map (at 1 inch equals 1,000 feet);
- Lot coverage calculation: (a = total area in lot; b = area of building and structures on lot. Lot coverage = b divided by a).
- Driveways adjacent to and across from development.

**BUILDING PLANS: 2 copies at 8 ½" x 11" Minimum**

- Floor plan showing new addition and its connection to the house (list use of new space);
- Foundation detail including piers, lumber spans, grade beams for slab foundation;
- Show any and all changes to existing house;
- Flood Plain- sign statement on application form, and if applicable, include statement indicating relationship of proposed construction to the 100-year floodplain;
- Electrical outlets;
- Smoke detectors.

**BUILDING ELEVATIONS: 2 copies at 8 ½" x 11" minimum**

- Detail exterior finish (brick, vinyl, etc.);
- Illustrate foundation construction.

**ENERGY EFFICIENCY COMPLIANCE – 1 copy**

- All projects will need to comply with the 2009 International Energy Code Sections which are referred to as the mandatory provisions and either: (A) the prescriptive approach; or (B) the performance approach.
- You may also demonstrate compliance by using REScheck software which can be found at the following website:  
[www.energycodes.gov/rescheck/](http://www.energycodes.gov/rescheck/)