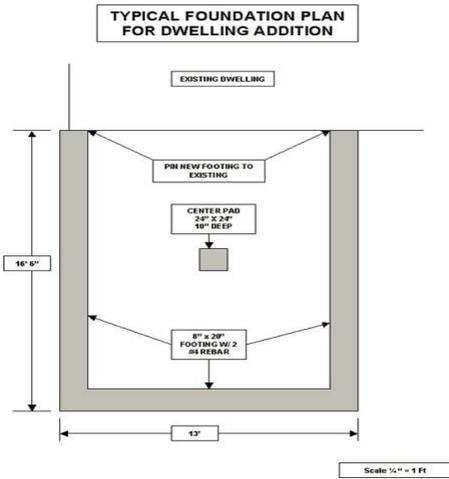


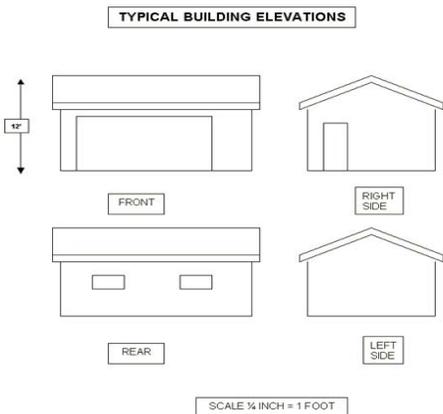
## FOUNDATION PLANS

Foundation plans indicate the size and location of the footings and general notes on the foundation design. They should be fully dimensioned.



## ELEVATIONS

An elevation plan is a view of the building, as one would see it from each side of the building. Elevations help to show the scale of the project, the building height and exterior finishes.

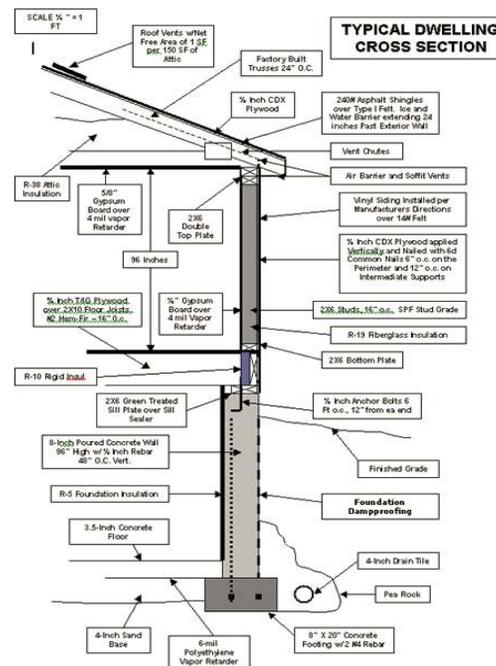


## Floor Plans

Floor plans should be submitted for each floor affected by a building project. The floor plan should show the location and identity of each room, room dimensions, locations of windows and doors, fixture locations, header sizes, and items such as smoke detectors.

## Cross Sections

Cross sections show a view through the building's framework, from foundation to the peak of the roof. Multiple cross sections may be necessary to portray the various work proposed. Cross sections should include footing width and depth and reinforcing; foundation type, height reinforcement, thickness, and anchor bolt location; framing details such as sill plate size, material, stud size/spacing, roof pitch, truss information, wall and roof sheathing/covering type and thickness; insulation and vapor barrier locations and other pertinent construction information. and insulation; framing details,



**WHAT'S REQUIRED**

**BUILDING PLANS**



**Building Department**

**704 Broadway  
Alexandria, MN 56308  
(320) 763-6678**

## BUILDING PLANS

*The most important step in the permit process is the submittal and review of building plans.*

The purpose of plans is to provide a detailed written document that fully explains the scope of your project. If you are having a number of contractors bid on your project, it is in your best interest to have the plans prepared independent of a contractor. That way all of the contractors that bid your project will be bidding off of the same information, and you will be able to more easily compare bids.

### PROCESS:

Once the City receives your plans, a staff member will review them to determine in advance that the proposed work complies with the various building rules.

*Our goal is to uncover potential problem areas while the project is still on paper, and save you costly corrections later.*

Applicants are asked to provide two sets of plans. The City retains one set, the other set will be returned to the applicant with any corrections noted.

One set of plans will be returned to you along with the building permit. This set needs to be available on the construction site.

## PLANS MUST BE DETAILED

They must also be neatly drawn and drawn to a usable scale. One-quarter inch to one-foot is a common scale for floor plans and building plans. You can prepare your own plans or your contractor or material supplier can prepare them for you. 8 1/2 x 11 sheets can be used for projects that aren't too large.

If your project is very complex, you may find it advantageous to hire a professional designer to assist you. Also, if your design involves complicated framing techniques, or the use of steel I-beams, the Building Department may require review by a licensed structural engineer.

Once your plans are reviewed and approved, it is very important that you do not change the plans without prior approval of the Building Department. If you change the plans, you run the risk of code violations and negate the purpose of having the plan reviewed in the first place.

If the scope of your project does change, please contact the Building Department to discuss these changes and determine how to proceed.



## WHAT NEEDS TO BE ON THE PLANS?

**Site Plan:** The site plan is a scale drawing of the lot showing the location of each building on the lot. The site plan must show the size of each building, as well as the distance from each building to property lines, roads, alleys, easements, lakes, wetlands, and to other buildings. If you do not know the location of your property lines, you may

