



Department of Planning & Community & Economic Development

## **Building Inspection Division**

Madison Municipal Building, Suite 017  
215 Martin Luther King Jr. Blvd.  
P.O. Box 2984  
Madison, Wisconsin 53701-2984  
Phone: (608) 266-4551

### **Building Plan Submission Checklist** **Accessory Building- Gazebo (Unheated)**

- ☐ Completed [Building Permit Application Data Sheet](#)
- ☐ TWO complete plan sets containing all of the following items and information
  - ☐ All plan elements clearly drawn to scale, scale must be clearly identified on plan set
  - ☐ Site plan
    - ☐ Identify and dimension all lot lines
    - ☐ Identify and dimension all building and site features
    - ☐ Dimension distances from building to the lot lines
  - ☐ Elevation view
    - ☐ Detail exterior appearance of the building for each side elevation, label direction of each elevation
      - ☐ Identify the type of exterior materials used
      - ☐ Dimension building elevations for width, eave height, peak height, size and configuration of doors, windows, roof, chimneys, exterior grade, footings and foundation walls
  - ☐ Foundation plan
    - ☐ Detail building outline and foundation
    - ☐ Label and dimension the size and depth for thickened edge slab, column footings and frost walls.
  - ☐ Floor plan
    - ☐ Dimension the building perimeter
    - ☐ Detail and dimension location of all walls, doors, and windows
      - ☐ Dimension opening sizes of all doors and windows
  - ☐ Section View
    - ☐ Detail construction from the bottom of the footing to the top of the roof
      - ☐ Dimension and detail the floor, roof, and wall construction
        - ☐ Identify and dimension all anchor bolts
        - ☐ Identify and dimension ceiling heights for each building level
        - ☐ Identify and dimension footing and foundation location, thickness, and materials used
        - ☐ Identify and dimension wall sheathing location, thickness, and material used
        - ☐ Identify and dimension wall and floor lumber size and material used
  - ☐ Framing plans
    - ☐ Floor framing plan
      - ☐ Dimension and locate material used and sizes of all beams, columns, and joists
      - ☐ Dimension and locate material used and sizes for all door and window headers
    - ☐ Roof Framing plan
      - ☐ Detail truss or rafter layout
    - ☐ Wall bracing IF GAZEBO HAS WALLS OR WINDOWS
      - ☐ Identify and dimension the locations and methods of all wall bracing
        - ☐ Provide calculations that show the wall bracing is adequate
    - ☐ Detail any special framing requirements