

NOTICE TO ALL CONTRACTORS
ONE & TWO FAMILY DWELLINGS
NEW AND ADDITIONS

The following will be required in order for application and processing of new single and two-family dwelling permits.

- 1) Two sets of plans showing:
 - Detailed floor plans
 - Complete building elevations
 - Basement plan showing size and location of beams
 - Section detail

- 2) Plot plan showing:
 - Property lines
 - House Location with setbacks
 - Building elevation
 - Direction of all slopes on site
 - Erosion control measures
 - Stone driveway

- 3) Set of heat loss calculations- (WIScheck or DSPS heat loss worksheet.)

- 4) Online permit application at the Department of Safety and Professional Services for the City of Sparta

Note: Permits will **not** be issued the same day. Every effort will be made to expedite permits in order of the date of application.