



Residential Addition Permit / Plan Submittal Standards

Residential plans submitted for Residential Addition /Remodel Construction Permit application shall contain the information listed below. Failure to submit all required information will result in the plans and permit application being rejected as incomplete and not accepted.

Note: A Residential Addition / Remodel Permit includes all building, mechanical, electrical, and plumbing.

☐ Application

- Completed Permit Application with cost estimate for the project.
- Submit a separate document with Application listing the names of all contractors, including Mechanical, Electrical and Plumbing Subcontractors. Note: All Mechanical, Electrical and Plumbing contractors are required to be licensed with the City of Ada.
- General Contractors shall submit Certificates of Insurance for General Liability (\$50,000.00 minimum) and Workers' Compensation insurance with the Permit Application. If Contractor is exempt from securing Workers' Compensation Insurance an Affidavit of Exempt Status from the Workers' Compensation Commission will be accepted.

☐ Plan Quantity

Electronic copy and two paper copies.

☐ Plan Preparation

- Plans should be on normal paper sizes.
- Plans should be drawn to scale. Normal scaling is ¼" per foot for the building plan.
- Drawings may contain color.
- Permanent black ink must be used.
- Please do not submit copyrighted drawings for another address.
- Line quality and contrast must be easy to read and strong enough to scan. Photographs are not allowed.
- Dimensions and notes must be printed to match 12-point font minimum.

☐ Site Plan

Site Plan of the property showing lot dimensions/area, building lines of existing and new addition with dimensions / setbacks, easements, and driveway(s). Site Plan must be approved by Planning & Zoning, prior to issuance of Permit.

☐ Floor Plan

Floor Plan showing room dimensions of the addition. The location, size and type of windows must be shown on the floor plan.

☐ Foundation Plan

Foundation Plan showing the layout, dimensions and details of continuous concrete slabs, footings, reinforcing steel and the strength of the concrete to be used for the area of the addition. The location of the crawl space access and foundation vents for the area of the addition must also be shown, if applicable.

City of Ada

Residential Addition Permit / Plan Submittal Standards (Continued)

☐ **Framing Plan**

Framing Plans for the addition showing the size and spacing for all framing members, types of fasteners required including clips, hangers and shear wall locations and materials used.

☐ **Mechanical Plan**

Mechanical Plans for the addition showing the location of HVAC Unit(s), condensing unit(s), return vents and ducts. The duct size must also be shown.

☐ **Electrical Plan**

Electrical Plans for the addition showing the electrical service/panel size, location and panel directory (note if all electrical), location of receptacles and lighting fixtures and location of smoke alarms.

☐ **Plumbing Plan**

Plumbing Plans for the addition showing water line locations and size of lines, building drain, gas lines, fixtures and vents.

City of Ada Adopted Building Codes

- 2018 Internal Building Code (Appendices A, B, C, D, E, H, I, K, N)
- 2018 Internal Existing Building Code (Appendices A, B, and Resource A)
- 2023 National Electric Code (Annexes A, C, D, G, H, I)
- 2018 International Mechanical Code (Appendix A)
- 2018 International Fuel Gas Code (Appendices A, B, C)
- 2018 International Plumbing Code (Appendices C, E)
- 2018 International Fire Code (Appendices A, B, C, D, E, F, H, I, K, N)
- 2021 National Fire Protection Association's Life Safety Code 101

Additional Information

- Zoning Requirements
If you have questions regarding zoning, setbacks, lot coverage, etc. please contact Community Development, at melissa.jones@adaok.com and staci.bungard@adaok.com or 580-436-6300.
- Utility Tap Request
If a new Utility Tap or meter set is needed, please contact Michael Wicker, City Engineer, at michael.wicker@adaok.com or 580-436-6300 Ext. 255. The Application can also be found online at <https://adaok.com/Departments/Utilities/TapApplication/>.
- Curb Cut
If a curb cut for driveway / parking is required, please contact Alex Winton, Streets Superintendent, at alex.winton@adaok.com or 580-435-6300 Ext. 271.
- Airspace Permit
If structure is more than one story, please contact Bailey Kennemer, Airport Manager at bailey.kennemer@adaok.com or 580-436-6300 Ext. 281. to determine if an Airspace Permit is required.
- Contractor City of Ada Licensing
To inquire about Plumbing, Electrical or Mechanical City of Ada contractor licensing, please contact Stephanie Nantz, Deputy City Clerk, at stephanie.nantz@adaok.com or 580-436-6300 Ext. 223.