



Community Development Department










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www.NewtonGov.org

THINGS YOU NEED TO KNOW WHEN BUILDING AN ADDITION TO A RESIDENCE

-  To obtain a building permit you must provide the City with a plot plan showing where the addition is to be located in relation to the house and the lot with the distances noted to the lot lines. (Plot plan forms are available from the Building Division.) All other buildings, if any, on your property must be shown on this drawing.
-  Locate property lines exactly. Estimates are not acceptable. The Building Inspector will request you to show lot corners at the time of the foundation inspection. Approval will not be given if there is any doubt as to where they are located.
-  Check with the Engineering Division regarding any easements. A building cannot be placed over an easement.
-  Any driveway, sidewalk, or utility work in public right-of-way requires an approved excavation permit, see the Engineering Division.
-  The building addition must meet the setback requirements that apply to the residence. Call this office to obtain the zoning district and setback information applicable to the building project. Handouts are available with setback information for most zoning districts.
-  On minor additions building plans may not be necessary, however, larger additions may require submission of plan, section, foundation and elevation drawings as determined by the Building Official.
-  You will be responsible for calling to arrange for inspections of the addition. Inspections of the foundation and rough framing and a final inspection when the addition has been completed are required. Electrical and plumbing permits and inspections will be required, if applicable.
-  The building permit fee is based upon the valuation of the addition, materials plus labor. The valuation may be determined by a contract price or by the Building Division using known construction costs.
-  These are only basic minimum guidelines. For further information or if you have any questions call the Building Division at 792-6622.