This handout is provided to assist you in drawing your plans to add to an existing building or build a detached structure. An example of a detached structure is a garage, shop, store room or similar building. You may use some of the sample drawings included in this bulletin for your submittal drawings if they are close to what your project is. All other samples and notes are for suggestion and assistance in your drawings. Larger structures or buildings to be used for human occupancy, such as a guest house, must have plans drawn in much more detail than this handout is prepared to offer. If you plan to add to a mobile home, a factory built building or a park model, there are special requirements that must be followed. Any floor and/ or roof structure must be supported from the ground, not from the mobile, factory built building or park model. Please keep that in mind while making your plans and drawings.

Two sets of plans are required at time of submittal along with the completed Building Permit Application. Please see attached drawings and notes for more information.

You can also refer to Bulletin 003, *Permit Exemptions*, and Bulletin 004, *Permit Submittal Requirements*, for more information. If you need further assistance, please feel free to give us a call at (520) 866-6405.