

## Special Foundation Permit

Special foundation permits are allowed under the conditions set forth in the International Building Code. This is a discretionary decision made by the Building Official. The holder of the Special Foundation Permit is proceeding at his own risk and without the assurance that a permit for the remainder of the work will be granted nor that corrections will not be required in order to meet provisions of the technical codes.

Upon completion of the above, including the standard Permit & Inspection application form, the Plans Analyst will submit the information to the Building Official for preliminary approval.

After completion of the review, a determination will then be made with regards to the issuance of the Special Foundation Permit.

The applicant should provide the following to the DPW Permit and Inspection Office, Plan Review Section:

1. A completed site plan indicating:
  - a) the building footprint, parking (clearly indicating the number of required HC and regular spaces),
  - b) setbacks,
  - c) building lines,
  - d) servitudes and or right-of-way lines and,
  - e) if applicable, the centerline of the nearest conductor of any overhead utility power line.
2. A dimensioned floor plan for each floor level.
3. The building use described in detail.
4. A completed foundation plan, foundation details and calculations for this portion of the work.
5. A plumbing plan if any plumbing (or mechanical) work is to be incorporated into the slab.
6. An electrical plan if any electrical work is to be incorporated into the slab.
7. Review and/or approval by the Office of Landscape and Forestry (i.e. buffer yard compliance).
8. A signed original letter from the owner (or the authorized representative) describing the necessity for the "Special Foundation Permit". The owner must include the following verbiage that they "...are proceeding at their own risk and without assurance that a permit(s) for the remainder of the work will be granted nor that corrections will not be required in order to meet the provisions of the technical codes." A letter omitting this wording, verbatim, will not be accepted.
9. Completed Flood Zone Determination Form and Proposed Certificate of Elevation.
10. Must have fire hydrant approval prior to Special Foundation Permit.
11. Planning Commission Site Plan approval if required by the Unified Development Code.
12. Any other requirements, State highway approval, State Fire Marshal or any other requirement deemed necessary by the Plans Analyst and approved by the Building Official.