



Residential New Construction Permit / Plan Submittal Standards

Residential plans submitted for New 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 New Construction 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 1/4" 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 with dimensions / setbacks, easements, and driveway(s). Site Plan must be approved by Planning & Zoning, prior to issuance of Permit.

Elevation Plan

Elevation plans (if available) showing the finished appearance of each side of the residence including vertical height dimensions.

Floor Plan

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

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- 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. The location of the crawl space access and foundation vents must also be shown, if applicable.
- Framing Plan**
Framing Plans 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 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 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 showing water line locations and size of lines, building drain, gas lines, fixtures, and vents.

City of Ada Adopted Building Codes

- 2018 International Building Code (Appendices A, B, C, D, E, H, I, K, N)
- 2018 International 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.