



## Checklist for Sunrooms

### Sunroom Checklist – Residential Building Permits for Single Family Dwellings and Town Houses

#### 1. Cover Sheet

- Index of drawings
- Construction notes
- Design criteria per IRC 2009 as amended by /Montgomery County, click [here](#)
- Check if sunroom is conditioned. If it is, provide the energy work-sheet required, click [here](#)

#### 2. Foundation

- Perimeter footing/Foundation plan. Include existing/new foundation detail(s)
- Minimum width & depth
- New footing shall match level of existing house footing (if within 5ft)

#### 3. Architectural Floor Plan

- Note the window specs
- Label rooms, including adjacent rooms
- Provide room dimensions
- Indicate existing/proposed openings, doors, etc

#### 4. Floor Framing Plan/Details

- Floor joists & girder spans
- Ledger attachment spec & details
- Fire rated walls details, if required (provide adequate fire rated assembly information)

#### 5. Roof Framing Plan

- Identify beams, posts & structural members
- Show size, spacing, span & dimensions

#### 6. Cross-Sections through existing house and addition (from roof to footing)

- Dimensions, spans and size of headers & girders
- Wall, floor & roof framing details, ledger attachments
- Ceiling height, under-floor space height, ventilation, access
- Roof / ceiling construction, including roof covering

#### 7. Elevations

- Existing & proposed
- Stairways, handrails, guards, landings & lighting information

#### 8. Scaling

- Plans must be drawn to scale (Scale: 1/4"=1')

#### 9. If the sunroom design is not specified in the building code:

- Provide plans, specifications, drawings, reports or other documents for the sunroom certified (*“Professional Certification. I hereby certify that these documents were prepared or approved by me, and that I am a duly licensed professional engineer under the laws of the State of Maryland, License No.\_\_\_\_\_, Expiration Date\_\_\_\_\_”*), sealed, and signed by Maryland licensed structural engineer. Alternatively, provide a copy of an evaluation report to the current building code from International Code Council Evaluation Services Inc. Plan reviewer may ask for wind bracing analysis.

#### Prefabricated sunrooms – provide all of the above plus the following:

- Size of the sunroom
- Manufacturer’s document including plans, charts, loading criteria & details that that apply to the specific project, extrusion and /or typical section with details, properties and dimensions, assembly details, including reinforcements, fastener and connecting details including size and location, connections of panel to the structural frame
- Roof panel length, width & thickness
- If the design of the supporting structure and attachment to the house are not specified in the building code, provide plans, specifications, drawings, reports or other documents for the supporting structure and attachment certified (*“Professional Certification. I hereby certify that these documents were prepared or approved by me, and that I am a duly licensed professional engineer under the laws of the State of Maryland, License No.\_\_\_\_\_, Expiration Date\_\_\_\_\_”*), sealed, and signed by Maryland licensed structural engineer.