Floor Plan Requirements

The following will be required for <u>ALL</u> New Rental Applications
AND
Any Rental Renewal Applications where floor plans do not comply with the amended code as of June 2022 (see below).

Ensure <u>all items are checked</u> prior to submitting your application so the process is not delayed.

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o Measurements must be provided along each and every wall (not in the middle of a page). This includes bathrooms, closets, etc.

o Ceiling height must be provided in each room

o Measurements must be provided for every window and door (height and width)

o The uses of all rooms/areas must be identified (i.e. bedroom, bathroom, living room, kitchen, dining room, closet, laundry room, pantry, hallway, stairway, balcony, and utility room)

o Each floor/level must be completed on their own separate page and labeled as such. **Including unfinished basements**

o Smoke detector and carbon monoxide detector locations must be provided. If combination Smoke/CO detectors are used, this must be noted on plans

o All floor plans must be drawn with a straight edge and drawn to scale (For Example: 1 box =1 foot). Please note scale on plans

o Exterior outline and dimensions must reasonably match the property survey

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Floor plans do NOT need to be completed by a design professional (architect). You may do your own using graph paper, as long as all of the above requirements are met.

If you decide to submit architectural floor plans, make sure all of the above requirements are met. (i.e. visible measurements must be provided along each wall)
Proposed plans are <u>not</u> acceptable

Please note: If there is more than one (1) rental unit (A, B & C, Upper & Lower, 1st Floor & 2nd Floor, Main House & Apartment/Cottage/Garage/Trailer, Etc.), each unit requires its own, separate floor plan.

ALL PLANS MUST BE legible, not oversized, up to date/match the current layout & contain all required information.

1st FLOOR

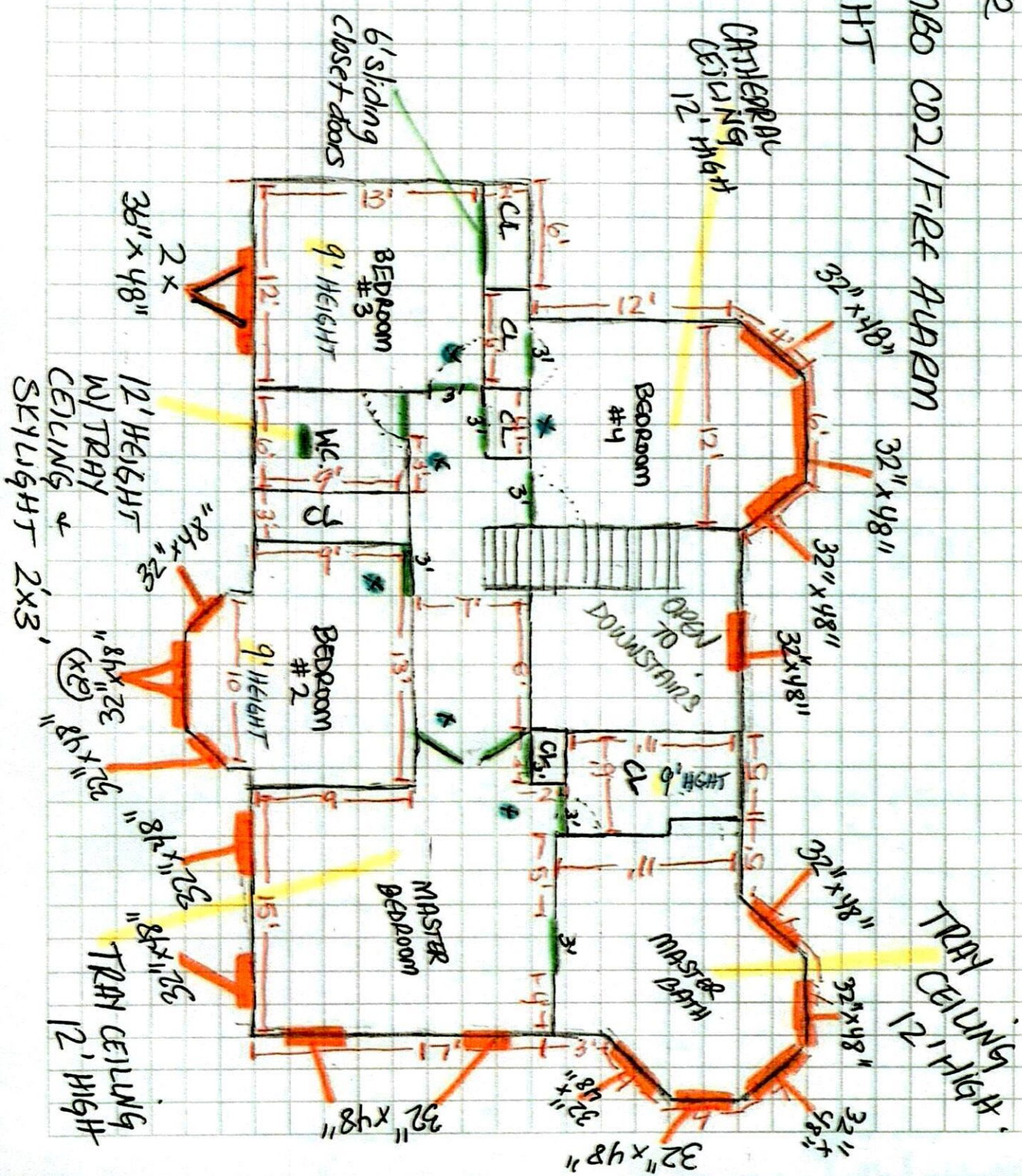1 Block = 2 FEET

Legend:
- ⬜ (yellow) = 18' CEILING HEIGHT
- 🟧 (orange) = WINDOW
- 🟩 (green) = DOOR
- ⬛ (teal X) = COMBO FIRE / CO2 ALARM

(ALL OTHER AREAS = 10' CEILING HEIGHT)

GARAGE DOORS — MECHANICAL

GARAGE
CEILING HEIGHT 11'

33'

20'

32" x 48"

32" x 48"

20'

6'

36" x 80" Exit

36" x 80"

36" x 80"

32" x 60"

(2) 32" x 60"

32" x 60"

LAUNDRY ROOM

WC

CL

30" x 80"

36" x 80"

DINING ROOM 10' HEIGHT

13'

6'

12'

KITCHEN 10' HEIGHT

24" x 48"

32" x 60" Exit

30" x 80" DOOR

FOYER 18' HEIGHT

10'

CL

6'

3'

8'

MAIN ENTRY/EXIT

4' x 6'

14'

LIVING ROOM 2 10' HEIGHT

8'

32" x 60"

32" x 60"

32" x 60"

32" x 60"

32" x 60"

32" x 60"

LIVING ROOM 10' HEIGHT

16'

15'

32" x 60"

32" x 60"

SLIDING GLASS DOOR 60" x 72"

FIRE PLACE

32" x 60"

32" x 60"

9'

- 2ND FLOOR

Legend:
- " = WINDOW
- ▮ = DOOR
- ✖ = COMBO CO2/FIRE ALARM
- = HEIGHT
- 1 Block = 2'

CATHEDRAL CEILING 12' HIGH

BEDROOM #4

32" x 48"
32" x 48"
32" x 48"
32" x 48"

OPEN TO DOWNSTAIRS

TRAY CEILING 12' HIGH

32" x 48"

MASTER BATH

9' HGHT

9' HGHT

CL

MASTER BEDROOM

32" x 48"
32" x 48"
32" x 48"
32" x 48"
32" x 48"

TRAY CEILING 12' HIGH

BEDROOM #2
9' HEIGHT

32" x 48"
32" x 48"
(x2) 32" x 48"

12' HEIGHT W/ TRAY CEILING & SKYLIGHT 2x3'

WC & J

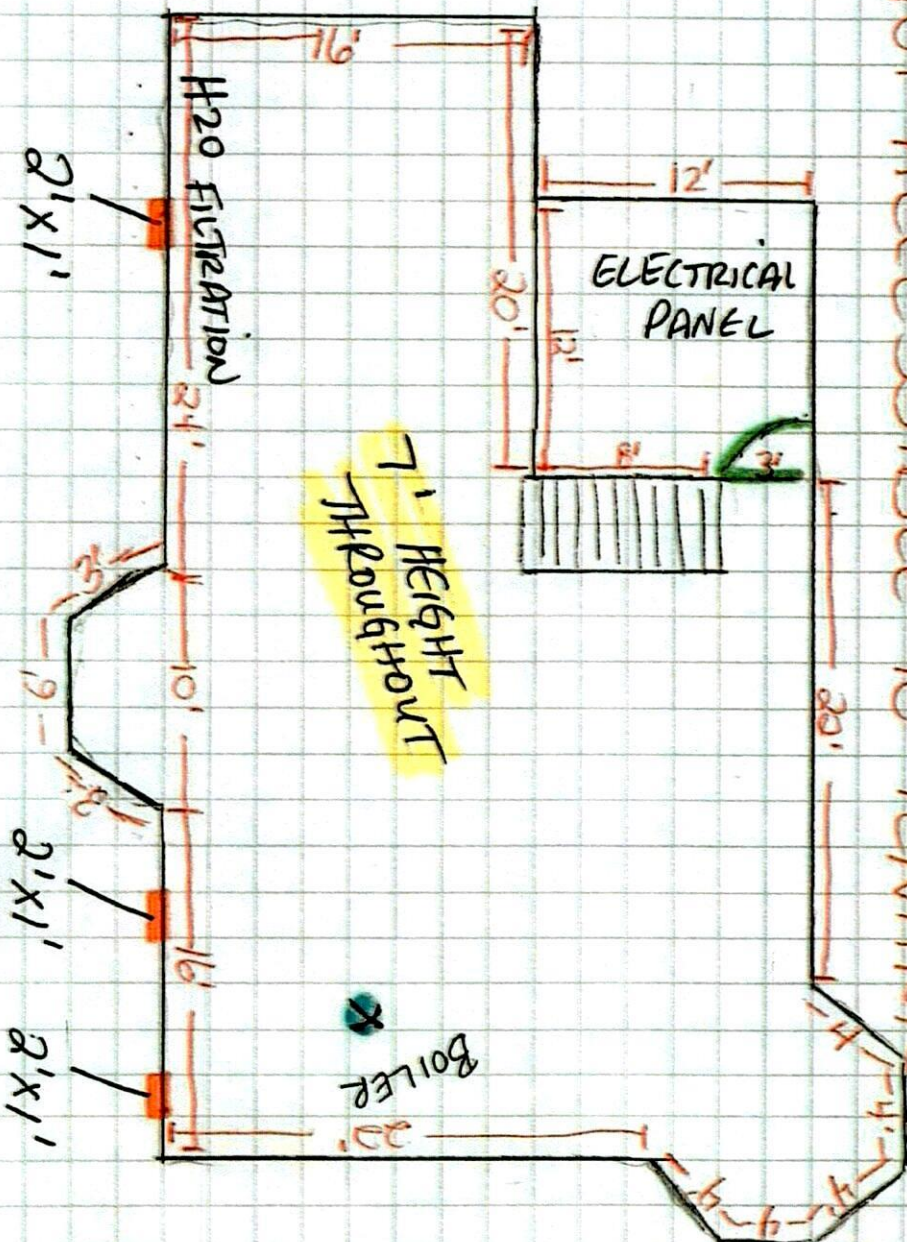BEDROOM #3
9' HEIGHT

6' sliding closet doors

2x 32" x 48"

CL
CL
CL

BASEMENT LEVEL

NOT FOR OCCUPANCY

NOT ACCESSIBLE TO TENANTS

16'

12'

20'

ELECTRICAL PANEL

12'

8'

20'

H2O FILTRATION

24'

2'x1'

3'

6'

8'

10'

7' HEIGHT THROUGHOUT

16'

BOILER

33'

2'x1'

2'x1'

4'

4'

4'

1 Block = 2'