

# Information Required for Alterations

## Draw the layout to scale

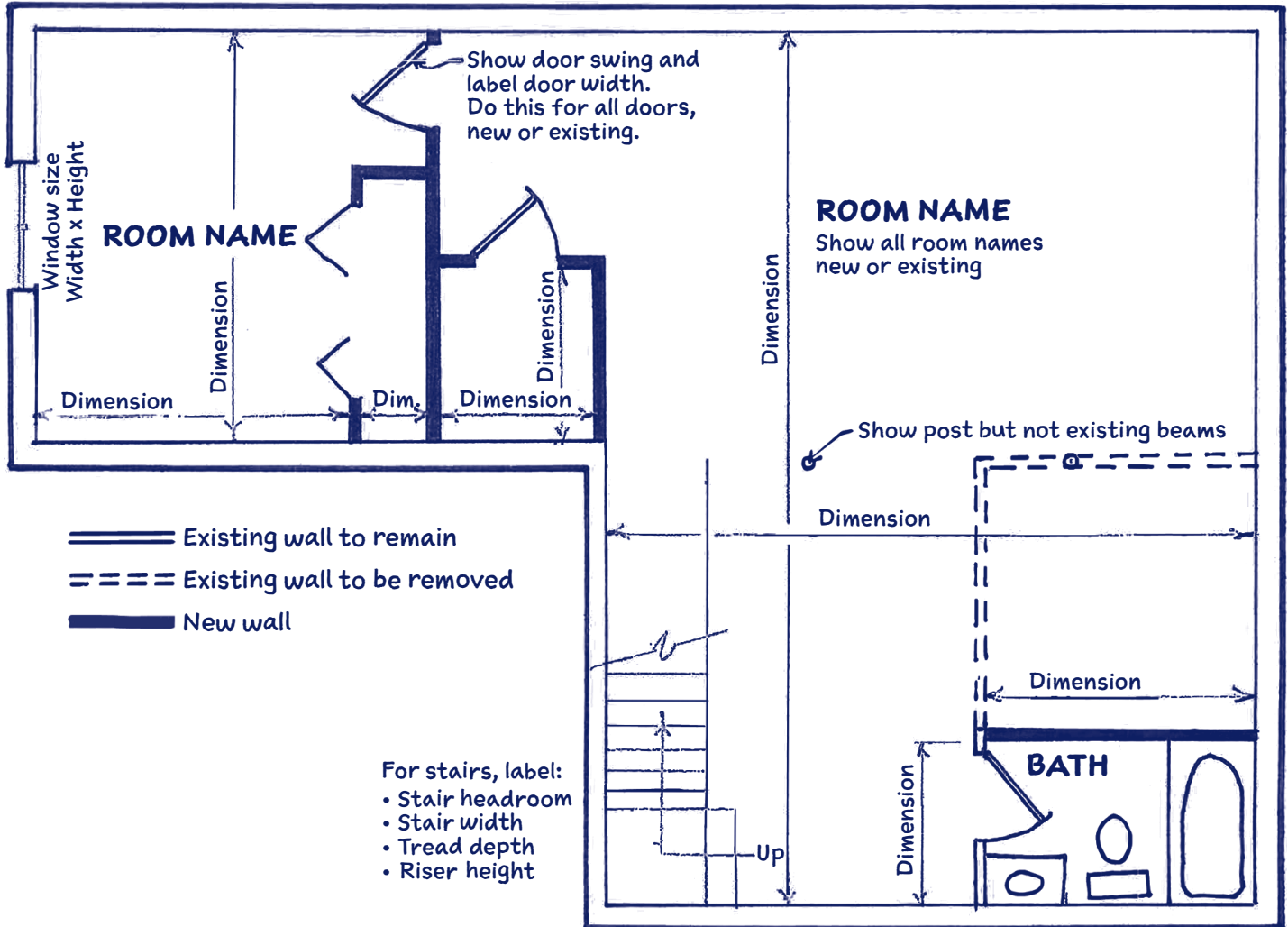
- 1/4" = 1' 0" is usually a good scale
- Label dimensions in feet and inches

## Label the following:

- Ceiling height
- Any areas of low ceiling height (beams, ducts, soffits, etc) and clearly differentiate them from solid walls (such as by using color or a different type of line).

## Do not show:

- Outlets
- Switches
- Lights
- Heat ducts



## Need Help?

We are happy to answer your questions any time during planning or construction.



City of Madison  
**Building Inspection Division**  
 215 Martin Luther King Jr. Blvd.  
 P.O. Box 2984  
 Madison, WI 53701-2984

Phone: (608) 266-4551  
 Website: [www.cityofmadison.com/dpced/bi/](http://www.cityofmadison.com/dpced/bi/)  
 Email: [bldginspect@cityofmadison.com](mailto:bldginspect@cityofmadison.com)