

## Hansen Pole Buildings Planning Guide

**Toll Free 866-200-9657 / Toll Free FAX 866-200-9658**

While we strive to earn your business, whether you purchase from us or not, we would hope you would utilize this guide to prevent yourself from making costly errors, in any case.

### A. Contact your Building Department.

You will need to provide:

1. \_\_\_\_\_ Your property's legal description and/or tax parcel number, which is: \_\_\_\_\_
2. \_\_\_\_\_ Your elevation above sea level is \_\_\_\_\_ feet.

They should provide you with answers to all of the following :

1. \_\_\_\_\_ Building Code Used: **2009 IBC** **2012 IBC** **2015 IBC** (circle one)
2. \_\_\_\_\_ Your required setbacks are:
  - Street \_\_\_\_\_ feet
  - Side yard \_\_\_\_\_ feet
  - Rear \_\_\_\_\_ feet
  - From existing structures \_\_\_\_\_ feet
  - From septic tanks/drainfields \_\_\_\_\_ feet
3. \_\_\_\_\_ Design GROUND snow load \_\_\_\_\_ psf (IRC or IBC only).
4. \_\_\_\_\_ Snow exposure factor (Ce) \_\_\_\_\_
5. \_\_\_\_\_ Flat Roof Snow Load \_\_\_\_\_ psf (if not calculated from GROUND snow)
6. \_\_\_\_\_ Wind Speed (Circle One): **Vult / Vasd / 3 Sec Gust** \_\_\_\_\_
7. \_\_\_\_\_ Wind Exposure **B C D** (circle one)
8. \_\_\_\_\_ Allowable Soil Bearing Capacity: **3000 / 2000 / 1500** (circle one)
9. \_\_\_\_\_ Seismic Zone: **IRC / IBC: A / B / C / D / E / F** (circle one)
10. \_\_\_\_\_ Are stamped engineer signed structural plans required?
11. \_\_\_\_\_ Do you require Stamped Truss Specs to obtain a building permit? **Yes / No**
12. \_\_\_\_\_ Do you require Calculations from an engineer? **Yes / No**

13. \_\_\_\_\_ Do you require Elevation Drawings stamped by an engineer? **Yes/ No**
14. \_\_\_\_\_ How many sets of plans do you require? \_\_\_\_\_
15. \_\_\_\_\_ Risk Category: **(I, II, III, IV)** (circle one)  
Most buildings which are not frequently occupied by the public (not a home, business or municipal building) represent a low hazard to human life in the event of a failure and are ASCE Category I.
16. \_\_\_\_\_ Use and Occupancy Category: \_\_\_\_\_
17. \_\_\_\_\_ Frost Depth \_\_\_\_\_ inches.
18. \_\_\_\_\_ Any unusual code interpretations, amendments or prescriptive requirements for non-engineered buildings which could effect this building? (If YES, get a copy)

### **B. Determine the minimum size of your building.**

1. \_\_\_\_\_ Width (span of the trusses): \_\_\_\_\_ feet wide.
2. \_\_\_\_\_ Length: \_\_\_\_\_ feet long.
3. \_\_\_\_\_ Height: \_\_\_\_\_ feet: **Eave** (height from ground to roof steel)  
or **Interior Clearance** (circle one)

### **C. Select your building's features.**

1. \_\_\_\_\_ Roof Pitch: \_\_\_\_\_
2. \_\_\_\_\_ Attached shed roofs: **yes no** How many? \_\_\_\_\_
3. \_\_\_\_\_ Reflective Radiant Barrier (minimizes/eliminates condensation)  
✓ \_\_\_\_\_ Roof (ALWAYS recommended)  
✓ \_\_\_\_\_ Walls
4. \_\_\_\_\_ Open Bays: **yes no**
5. \_\_\_\_\_ Roof Steel Color \_\_\_\_\_
6. \_\_\_\_\_ Wall Steel Color \_\_\_\_\_

7. \_\_\_\_\_ Trim Steel Colors: one or two are usual

\_\_\_\_\_  
\_\_\_\_\_

8. \_\_\_\_\_ Steel Entry Doors (with painted steel jambs)

\_\_\_\_\_ 3' wide entry doors: How many? \_\_\_\_\_

\_\_\_\_\_ 4' wide entry doors: How many? \_\_\_\_\_

\_\_\_\_\_ 6' wide double entry door: How many? \_\_\_\_\_

\_\_\_\_\_ With windows? **yes no**

If yes, **plain glass or 9-Lite**

\_\_\_\_\_ Pre-painted White or Brown (select one)

9. \_\_\_\_\_ Sliding Doors:

What size(s) will you need? \_\_\_\_\_

10. \_\_\_\_\_ Steel Overhead Doors

✓ Color: **White Almond Sandtone Brown**

✓ Insulated: **yes no**

✓ Electric Door Openers: **yes no**

✓ Keyed through lock: **yes no**

✓ With windows: **yes no**

11. \_\_\_\_\_ Vinyl Windows

✓ Color: **White or Almond**

✓ Fixed (won't open): **yes no**

✓ Sliding sideways: **yes no**

✓ Sliding upward (single hung): **yes no**

✓ With grids: **yes no**

✓ With vinyl shutters: **yes no**

12. \_\_\_\_\_ Eave Lights: **Right Sidewall / Left Sidewall / Both**

13. \_\_\_\_\_ Ridge Lights: **yes no**

14. \_\_\_\_\_ Commercial Wall Girts: (drywall ready): **yes no**

15. \_\_\_\_\_ Vinyl Gable End Vents

✓ Rectangular: How many? \_\_\_\_\_

✓ Octagonal: How many? \_\_\_\_\_

16. \_\_\_\_\_ Vented Ridge: **yes no Note:** This is required with a closed attic space.

18. \_\_\_\_\_ Overhangs: **Enclosed / Open**

✓ Left side \_\_\_\_\_ Right Side \_\_\_\_\_ Size: \_\_\_\_\_

✓ Front end \_\_\_\_\_ Rear End \_\_\_\_\_ Size: \_\_\_\_\_

19. \_\_\_\_\_ Second Floor: **yes no**  
 Height to top of floor? \_\_\_\_\_ feet

20. \_\_\_\_\_ Wainscot: **yes no** If yes, color: \_\_\_\_\_

21. \_\_\_\_\_ Special Truss requirements: (check all that apply)
- ✓ \_\_\_\_\_ Loaded to support a future ceiling
  - ✓ \_\_\_\_\_ Provide ceiling joists for future drywall
  - ✓ \_\_\_\_\_ Scissors trusses
  - ✓ \_\_\_\_\_ Dual slope (one side of roof steeper than other side)
  - ✓ \_\_\_\_\_ Hipped Roof
  - ✓ \_\_\_\_\_ Attic Truss

### D. Budget

<b>Jobs/Items</b>	<b>Allowances</b>	<b>Actual Costs</b>
Excavation		\$
Building Permits		\$
Pole Building Kit (if not a kit package)		\$
Pole Building Labor (if a kit package)		\$
Windows or Doors added to basic kit		\$
Post Hole Concrete		\$
Gravel		\$
Pre-Mix Concrete for Slab		\$
Cement finishing Labor		\$
Electrical		\$
Plumbing & Fixtures		\$
Insulation (above what came with kit)		\$
Drywall, Taping & Texturing		\$
Heating / Air Conditioning		\$
Floor Covering		\$
Equipment Rental		\$
Other:		
<b>Total Cost of Project:</b>		<b>\$</b>

### E. Shopping for a Building Contractor

**Before** calling a potential contractor, please do the following:

1. \_\_\_\_\_ Verify the business is registered to do business in your state.
2. \_\_\_\_\_ Verify Contractor's registration (in states where required).
3. \_\_\_\_\_ Have your builder provide you the following:
  - ✓ \_\_\_\_\_ Copy of his contractor's registration
  - ✓ \_\_\_\_\_ Certificate of liability insurance: certificate holder
  - ✓ \_\_\_\_\_ Copy of written warranty.
  - ✓ \_\_\_\_\_ Copy of three written references.
  - ✓ \_\_\_\_\_ Name and phone numbers for the following:
    - \_\_\_\_\_ Accountant \_\_\_\_\_
    - \_\_\_\_\_ Banker \_\_\_\_\_
    - \_\_\_\_\_ Lumber Supplier \_\_\_\_\_
    - \_\_\_\_\_ Roof Truss Supplier \_\_\_\_\_
    - \_\_\_\_\_ Insulation Supplier \_\_\_\_\_
    - \_\_\_\_\_ Steel Supplier \_\_\_\_\_

## **F. Features to Look for in Your New Building:**

1. \_\_\_\_\_ Complete itemized material list and fully illustrated Construction Manual provided with purchase?
2. \_\_\_\_\_ Full size (24" x 36") blueprints which are specific to your building.
3. \_\_\_\_\_ Structural columns grade stamped and pressure treated for in ground use UC4B
4. \_\_\_\_\_ Skirt Boards: minimum 2x8, graded #2, or better and pressure treated to minimum of UC3
5. \_\_\_\_\_ Framing lumber dried to a maximum of 19% (no green lumber)
6. \_\_\_\_\_ Pre-fabricated engineered roof trusses (for clear spans)
7. \_\_\_\_\_ Interior double trusses nailed face-to-face (not blocked between)
8. \_\_\_\_\_ Interior trusses notched into bearing columns
9. \_\_\_\_\_ 2x6 Minimum Wall Girts and Roof Purlins (8' and greater truss spans)
10. \_\_\_\_\_ Joist hung roof purlins
11. \_\_\_\_\_ All painted steel trim package to include:
  - ✓ \_\_\_\_\_ Base
  - ✓ \_\_\_\_\_ Top of sidewall (eave trim)

- ✓ \_\_\_\_\_ Overhead door jamb
  - ✓ \_\_\_\_\_ Fascia and Varge (building with overhangs)
12. \_\_\_\_\_ Steel fastened with powder coated color matched 1-1/2" screws
13. \_\_\_\_\_ Insulated factory painted entry doors with painted steel jambs
14. \_\_\_\_\_ All steel frame sliding doors
17. \_\_\_\_\_ Closed cell foam closures (inside /outside)

### **G. Order Your Building**

1. \_\_\_\_\_ Make sure adequate access is available to the building site:
2. \_\_\_\_\_ Obtain a building permit if required.
3. \_\_\_\_\_ After the permit has been obtained:
  - ✓ \_\_\_\_\_ Notify your builder.
  - ✓ \_\_\_\_\_ Locate and mark all underground utilities *before* excavation.
  - ✓ \_\_\_\_\_ Have any needed site excavation completed.
  - ✓ \_\_\_\_\_ Provide sufficient electricity within 100 feet of job site.

**Congratulations! If you've completed this form, you've already done the hardest part, the planning. Once the planning is done, you can rest assured you've done your homework in getting just exactly the right building for your needs. Are there several items to complete on your form? Call us at our toll-free number: **1-866-200-9657**. We're always happy to answer any questions, or email us at [Sales@HansenPoleBuildings.com](mailto:Sales@HansenPoleBuildings.com) . Most questions will be answered within 48 hours. Good Luck with your new building!**