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 your with answers to all of the following:


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

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

Total Cost of Project: $          

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. Most questions will be answered within 48 hours. Good Luck with your new building!