

Residential Remodeling Permit Requirements

- Fully complete permit application (**clear** and **legible**)
 - *owner of building, contractor, phone numbers, square footage, value of job, short description of work,
 - *list the sub-contractors (Electrician, Plumber, Mechanical)
- Submit a scope of work - an itemized list of all work being done on a separate sheet
 - *include plumbing work, electrical work, and mechanical work, etc.
- Submit drawing (layout of structure)
 - *show added & deleted walls
- Submit site plan for room additions, porches, accessory building
 - *include setback measurements

Commercial Remodeling Permit Requirements

(Commercial Permits require all the above Residential requirements plus these listed below)

- State required Asbestos Survey
- Digital copy of everything in PDF format (CD or USB)

Any application that is incomplete or lacking the required documents will not be accepted for review.