



## Permitting Procedure and Guidelines Residential Conversions

### Full Permit Submission Requirements

- Include **two** complete sets of architectural/structural plans.
- All buildings described in these plans shall be designed in compliance with the current applicable codes along with revisions and amendments.
- All plans must be accurate, released for construction, legible, with dimensions drawn to a standard scale. **Single line drawings will not be accepted.**
- **Two (2)** copies of any pertinent ordinances (rezoning), special use permits, special administrative permits, variances or other documents relating to zoning approval, or other applicable documentation that will support any conversion.
- A site plan is not required for interior only alterations that do not increase the number of living units. **If no trees are impacted include two photos from different angles.**
- For projects including site modifications, see ["Checklist for Submission of Plans for Additions to One and two Family Residences, Accessory Structures and Site Improvements"](#).
- Include the **notarized** Cost of Construction form.

For additional assistance regarding permit submission requirements for residential conversions, please contact the Bureau of Buildings at 404.330.6150.