



RESIDENTIAL RENOVATION Permit Submittal Information

Required documents:

1. Completed and signed Building Permit application with Email addresses.
2. Provide elevation drawings illustrating the residential renovation if the scope of work includes work on the exterior of the building.
3. 2 Sets of Building plans **to scale** that illustrate the scope of work, method, and materials of construction.
 - a. Provide a plan illustrating the existing floor plan, demolition plan, and new proposed plan.
 - b. Provide the following on the plans:
 - i. Type of construction of the building;
 - ii. all potential occupancies;
 - iii. The occupant capacity of each room;
 - iv. Total occupant capacity;
 - v. Plumbing fixture count based on the occupant capacity;
 - vi. Square footage of the renovation; and,
 - vii. Total square footage of the floor as well as the building.
 - c. Provide a foundation plan illustrating width, depth, and type, if applicable.
 - d. Floor plan for each story that illustrate the exiting, indicating the use of each room, doors, stairs, etc.
 - e. If engineering is necessary for structural elements provide engineering stamp on drawings or a stamped letter from the engineer.
 - f. If the renovation requires modifications to a truss roof, roof truss calculations, design, and truss layout plan is required.
 - g. If the renovation will modify wood framed roof, provide the framing details.

Submit to:

1. Zoning
2. Building

Required approvals:

1. Zoning
2. Building
3. Electrical, if applicable
4. Mechanical, if applicable
5. Plumbing, if applicable

Required Inspections:

1. Temporary Power pole – Electrical, if applicable
2. Slab/Footing Foundation – Building, if applicable
 - a. Slab
 - i. Underground – Plumbing
 - ii. Underground – Electrical
 - b. Footing/Foundation
 - i. Electrical bonding to rebar footing grid – Electrical
 1. Footing – Building
 2. Foundation – Building
3. Open Floor framing – Building, if applicable
4. Top-out – Plumbing, if applicable
5. Water Test – Plumbing, if applicable
6. Rough-in Mechanical, if applicable
7. Rough-in Electrical, if applicable
8. Rough-in framing – Building, if applicable
9. Insulation – Building
10. Sewer Main Connection – Plumbing, if applicable
11. Final – Electrical
12. Final – Plumbing, if applicable
13. Final – Mechanical, if applicable
14. Final – Gas Piping – Mechanical, if applicable
15. Final – Insulation – Building, if applicable
16. Final – Building

Permits required.

1. Electrical, if applicable
2. Mechanical, if applicable
 - a. Gas log, if applicable
 - b. Gas fireplace, if applicable
3. Gas line – Mechanical permit, if applicable
4. Plumbing, if applicable
5. Insulation, if applicable
6. Building