

REQUIREMENTS FOR RENOVATION PERMIT

One (1) Application – To be filled out in detail and signed. If owner is doing the work, they must sign the *Property Owner Affidavit*

One (1) Erosion and Sediment Control Form – Must be filled out in detail and signed.

Two (2) copies of Plot Plans – NOT REQUIRED IF INTERIOR RENOVATIONS ONLY

Two (2) copies of Foundation/Slab detail – Provide drawings of foundation to locate bearing walls to check and walls or headers being removed.

Two (2) copies of Floor plans – Show the floor plan as it exists and show a floor plan of the renovation to be done. Label each rooms use.

Note: If you are converting a garage into finished area the existing concrete floor is required to be insulated.

Two (2) copies of Wall Cross Sections. - Show detail on how the addition is to be constructed (Samples available upon request)

Two (2) copies of Elevation drawings – Not required if exterior is not being changed.

PLEASE NOTE: Sub-trade permits (Electrical, Plumbing and Mechanical) may be Required in addition to the Building Permit.