



BUILDING (RESIDENTIAL) ALTERATIONS/REPAIRS

Description: For changes to an existing structure, that requires structural change

SUBMITTAL REQUIREMENTS FOR ALTERATIONS/REPAIRS

- Building Permit Application \$35.00
 - One set of digital plans
 - Detailed scope of work indicating what changes will be made to the home.
 - Framing details with measurements
 - Insulation details with the R-values of the walls and ceiling
 - Any new windows and the type of windows that will be installed
 - Floor plan with dimensions- existing and proposed
 - Electrical plans (if applicable)
 - Mechanical plans (if applicable)
 - Plumbing plans (if applicable)
-

WORK EXEMPT

- Painting
- Carpeting
- Tiling
- Landscaping
- Removal of cabinets



**BUILDING (RESIDENTIAL)
DETACHED
ACCESSORY BUILDINGS**

Description: Application for accessory structures for single family, duplexes, and townhomes. This may include sheds, gazebos, detached garage, carports, barns, storage buildings, etc.

SUBMITTAL REQUIREMENTS FOR ADDITIONS

- Building Permit Application \$35.00
- One set of digital plans
- Property survey or site plan. Must include the front, rear, and side setback from the home and neighboring properties.
- If the detached accessory structure is built, then submit the following:
 - Foundation or tie down plans
 - Framing plans
 - Electrical plans (if applicable)
 - Mechanical plans (if applicable)
 - Plumbing plans (if applicable)
- If detached accessory structure is purchased, then submit the following:
 - Construction plans indicating the size and type of building.



BUILDING (RESIDENTIAL) ADDITIONS

Description: Additions to existing single family, duplex, and townhomes. This includes in height, length, and square footage.

SUBMITTAL REQUIREMENTS FOR ADDITIONS

- Building Permit Application \$35.00
- One set of digital plans
- Property survey or site plan. Must include the setbacks from neighboring properties, rear setback of the property, and the setbacks from any other structure on the property.
- Floor plan with dimensions- existing and proposed
- Framing details with measurements
- Foundation details
- Insulation details with the R- values of the walls and ceiling
- Electrical plans (if applicable)
- Mechanical plans (if applicable)
- Plumbing plans (if applicable)
- Any new windows and the type that will be installed



BUILDING (RESIDENTIAL) NEW CONSTRUCTION

Description: Application for new single family, duplexes, and townhomes.

SUBMITTAL REQUIREMENTS FOR NEW CONSTRUCTION

- Building Permit Application \$35.00
- Digital Plans
- Property survey or site plan
- Construction plans including the following:
 - Foundation plans
 - Framing details
 - Insulation details
 - Floor plan
 - Elevation
 - Structural drawings
 - Roof and ceiling joist
 - Electrical plans
 - Mechanical plans
 - Plumbing plans
 - Window/door schedule