

Building Permit Attachment for Basic Renovations



Work may not commence prior to the issuance of a Building Permit. This permit application is for projects of a simple or minor nature, such as a new heating system, electrical work, a replacement roof, a deck or garage for single family home. The Building Inspector may require using the “major projects attachment” if more information is needed.

<i>Applicant Information</i>		
Project address		Date
Applicant Name		

<i>Project Information:</i>												
<p>Indicate what the permit is being obtained for below, check all that apply:</p> <table border="0"> <tr> <td><input type="checkbox"/> New Construction</td> <td><input type="checkbox"/> Fit up of tenant space</td> </tr> <tr> <td><input type="checkbox"/> Addition to Existing Building</td> <td><input type="checkbox"/> Change of Occupancy Use</td> </tr> <tr> <td><input type="checkbox"/> Renovation/Alteration of Existing Building</td> <td><input type="checkbox"/> Replacement or repair of Building system</td> </tr> <tr> <td><input type="checkbox"/> Accessibility Upgrades (no fee)</td> <td><input type="checkbox"/> New Building Equipment Installation</td> </tr> <tr> <td><input type="checkbox"/> Energy Efficiency Upgrades (no fee)</td> <td><input type="checkbox"/> Other: _____</td> </tr> <tr> <td><input type="checkbox"/> Demolition</td> <td></td> </tr> </table> <p>_____</p> <p>_____</p>	<input type="checkbox"/> New Construction	<input type="checkbox"/> Fit up of tenant space	<input type="checkbox"/> Addition to Existing Building	<input type="checkbox"/> Change of Occupancy Use	<input type="checkbox"/> Renovation/Alteration of Existing Building	<input type="checkbox"/> Replacement or repair of Building system	<input type="checkbox"/> Accessibility Upgrades (no fee)	<input type="checkbox"/> New Building Equipment Installation	<input type="checkbox"/> Energy Efficiency Upgrades (no fee)	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Demolition	
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<i>Plans: Provide two copies. Mark below the plans that are included with this application.</i>												
<table border="0"> <tr> <td><input type="checkbox"/> Site Plans</td> <td><input type="checkbox"/> Foundation Plans</td> </tr> <tr> <td><input type="checkbox"/> Floor Plans</td> <td><input type="checkbox"/> Elevation Plans</td> </tr> <tr> <td><input type="checkbox"/> Walls Cross Sections</td> <td><input type="checkbox"/> Floors and Roof Structural Design</td> </tr> <tr> <td><input type="checkbox"/> Mechanical Plans</td> <td><input type="checkbox"/> Electrical Plans</td> </tr> <tr> <td><input type="checkbox"/> Plumbing Plans</td> <td><input type="checkbox"/> Fire Protection Systems</td> </tr> <tr> <td><input type="checkbox"/> ADA/Accessibly plans</td> <td><input type="checkbox"/> Other</td> </tr> </table>	<input type="checkbox"/> Site Plans	<input type="checkbox"/> Foundation Plans	<input type="checkbox"/> Floor Plans	<input type="checkbox"/> Elevation Plans	<input type="checkbox"/> Walls Cross Sections	<input type="checkbox"/> Floors and Roof Structural Design	<input type="checkbox"/> Mechanical Plans	<input type="checkbox"/> Electrical Plans	<input type="checkbox"/> Plumbing Plans	<input type="checkbox"/> Fire Protection Systems	<input type="checkbox"/> ADA/Accessibly plans	<input type="checkbox"/> Other
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Will this project involve work in the public Right of Way, including the placement of a dumpster?
(Access Attachment)

Will this project require the addition of, or changes in, water and wastewater connections or allocation?
(Access Attachment)

Do you anticipate needing a parking meter bag? *(See City Clerk’s office)*

When work is completed applicant must fill out **Certification of Work Completed form** (form included in permit packet.) Return form prior to final inspection and issuance of **Certificate of Occupancy**.