



Building Department CHECKLIST FOR RESIDENTIAL REMODEL PERMITS

PERMIT APPLICATION – The following information must be completed on the permit application:

- For office use only - Permit number and pin number, C# if applicable
- Property address
- Legal description
- Owner's information
- Contractor's information
- Architect/Engineer's information
- Square footage of remodeled space
- Square footage of any additional space
- Total of both
- Detailed description of proposed work
- Future use
- Will this remodel require any electrical, plumbing, a/c, etc.
- Valuation
- Notarized Contractor/Homeowner builder signature
- For office use only – application date and received by

PLANS AND DOCUMENTS – Provide 2 copies:

- Sub-contractor permits, if applicable
- Plans signed and sealed by a licensed Architect/Engineer
- Recorded Notice of Commencement for work valued at \$5,000 or more. (NOC must be submitted to permitting prior to scheduling the first inspection.)
- ****If applying for the permit as a homeowner builder, a copy of the recorded warranty deed or property card showing homeowners name from the property appraiser's website must be submitted, along with HOB Affidavit.**

NOTES:

- If the permit request is to convert a garage into a living space, a 'Garage Conversion Permit Application' must be used for permit submittal.

This checklist is intended for Building Department use only. Additional documents may be requested at any time during the permitting process. Any exceptions must be approved by a Supervisor.