

# Remodel - Residential Permit Guidelines

### (no additional square footage added)

Plans <u>not</u> required to be signed and sealed for interior renovations only...plans <u>required</u> to be signed and sealed for structural modifications, i.e. changes to bearing walls, exterior wall enclosures or truss repairs

## CGC, CRC, CBC or Owner Builder may apply for permit

- Addition/Remodel application.
- Two (2) copies of floor plan (existing and proposed, outlining scope of work)
- If parcel on septic need Health Dept. Approval letter, e-mail or stamped site plan
- Two (2) copies of any additional documents (i.e. window/door NOA, e-calcs, etc.)
- Owner/Builder Affidavit (if applies)
- Elevation certificate if located in flood zone (excluding X and 2PACFH)
- FEMA packet if located in flood zone AND elevation certificate is lower than base
- Signed Impervious Surface Calculation Worksheet if located in R-1 or RML zone and the impervious surface coverage on property is increasing.
- NOC if value is \$2500 or greater.

### **Description:**

Scope of work, i.e. remodel kitchen and master bath

Route to: OFFICE USE ONLY (Based on Scope of Work shown on plans)

Building Species if Owl, Eagle or Gopher Tortoise

**Processing: OFFICE USE ONLY** 

Type: Remodel w/Sewer or septic

Subtype: Residential

#### Inspections:

Will vary depending on scope of work

#### Fees:

Addition/Remodel Res use online calculator (CSR enter sq footage in quantity field)

Surcharge YES

## **Expiration:**

• Six (6) months. Must have approved inspection every 180 days to stay active. Permit automatically extends six (6) months after each approved inspection.

Last Rev. 11/01/2019 Guidelines subject to change without notice