



A **Residential Accessory Structure Permit** is for a new structure that does not touch the existing building. Examples include gazebos, outdoor fireplaces, play structures, sport courts, outdoor kitchens, treehouses, carports, pool houses, cabanas, garages, and sheds.

Description - Enter a brief summary of your project such as “(Address) - Detached garage with second story guest house.”

Square Feet - Please include the total square footage under the roof, including the garage and basement.

Valuation - This is the total installation cost to include labor, materials, and site work.

Required Attachments

1. [Residential Building Permit Application](#)

2. Construction Drawings: Please combine the construction drawings into a single PDF. All pages should be in the same landscape or portrait orientation (not a combination of the two). All drawings should be shown to scale with dimensions.

- **Cover Sheet and Sheet Index** with the project address and a sheet list of all drawings submitted for plan review.
- **Civil Drawings**
 - **Existing Conditions/Survey**
 - **Site Plans** including all setbacks, buffers and easements clearly labeled and shall include the lot coverage calculations. Also include any existing utility services such as water, sewer, septic fields, etc.
 - **Grading and Drainage Plans**
 - **Retaining Wall Details**, if applicable.
 - **Erosion Control Plans** clearly indicating the BMP locations with standard details.
 - **Tree Conservation Plan** including the canopy coverage calculations.
- **Architectural Drawings**
 - **Floor Plans**
 - **Roof Plan**
 - **Elevations**
- **Structural Drawings**
 - **Foundation Plans and Details**
 - **Framing Plans and Details**
 - **Truss Drawings**, if applicable.

3. [Erosion Control and Tree Conservation Agreement](#)

4. Any Applicable Affidavits

- **[Contractor Affidavit](#):** Required for every contractor and subcontractor. Please include a copy of the current state Contractor’s License, local Business License, and state Driver’s License.
- **[Authorized Agent Affidavit](#):** Required for third-party services authorized by the owner or permit applicant (i.e., permit expeditors, architects, engineers, etc.).
- **[Residential Owner-Contractor Affidavit](#):** Required for owners of residential properties who wish to act as their own contractor.



A **Residential Additions and Alterations Permit** is for alterations that will expand a building's existing footprint or alter an exterior wall. This permit also includes any interior remodeling associated with the project.

For alterations to the floorplan within a structure's existing footprint, please apply for a *Residential Interior Remodel Permit* instead.

Description - Enter a brief summary of your project such as "Expansion of Main Bedroom."

Square Feet - Please include the total square footage under the roof, including the garage and basement.

Valuation - This is the total installation cost to include labor, materials, and site work.

Required Attachments

1. [Residential Building Permit Application](#)

2. Construction Drawings: Please combine the construction drawings into a single PDF. All pages should be in the same landscape or portrait orientation (not a combination of the two). All drawings should be shown to scale with dimensions.

- **Cover Sheet and Sheet Index** with the project address and a sheet list of all drawings submitted for plan review.
- **Civil Drawings**, if applicable (required if the project will expand the structure's existing footprint).
 - **Existing Conditions/Survey**
 - **Site Plans** including all setbacks, buffers and easements clearly labeled and shall include the lot coverage calculations. Also include any existing utility services such as water, sewer, septic fields, etc.
 - **Grading and Drainage Plans**
 - **Retaining Wall Details**
 - **Erosion Control Plans** clearly indicating the BMP locations with standard details.
 - **Tree Conservation Plan** including the canopy coverage calculations.
- **Architectural Drawings**
 - **Floor Plans**
 - **Roof Plan**
 - **Elevations**
- **Structural Drawings**, if applicable (required if the project will alter any exterior walls or load-bearing walls).
 - **Foundation Plans and Details**
 - **Framing Plans and Details**
 - **Truss Drawings**, if applicable.

3. [Erosion Control and Tree Conservation Agreement](#)

4. Any Applicable Affidavits

- **[Contractor Affidavit](#):** Required for every contractor and subcontractor. Please include a copy of the current state Contractor's License, local Business License, and state Driver's License.
- **[Authorized Agent Affidavit](#):** Required for third-party services authorized by the owner or permit applicant (i.e., permit expeditors, architects, engineers, etc.).
- **[Residential Owner-Contractor Affidavit](#):** Required for owners of residential properties who wish to act as their own contractor.



Building Residential (BR) Decks and Covered Porches

A **Residential Decks and Covered Porches Permit** is for new decks or covered porches, as well as modifications made to existing decks and covered porches. It is not required when replacing a small number of individually rotted planks.

Description - Enter a brief summary of your project such as "Back Deck Expansion."

Square Feet - Please include the total square footage of the deck.

Valuation - This is the total installation cost to include labor, materials, and site work.

Required Attachments

1. [Residential Building Permit Application](#)

2. Construction Drawings: Please combine the construction drawings into a single PDF. All pages should be in the same landscape or portrait orientation (not a combination of the two). All drawings should be shown to scale with dimensions.

- **Cover Sheet and Sheet Index** with the project address and a sheet list of all drawings submitted for plan review.
- **Civil Drawings**
 - **Existing Conditions/Survey**
 - **Site Plans** including all setbacks, buffers and easements clearly labeled and shall include the lot coverage calculations.
 - **Grading and Drainage Plans**
 - **Retaining Wall Details**, if applicable.
 - **Erosion Control Plans** clearly indicating the BMP locations with standard details.
 - **Tree Conservation Plan** including the canopy coverage calculations.
- **Architectural Drawings**
 - **Floor Plans**
 - **Roof Plan**, if applicable.
 - **Elevations**
- **Structural Drawings**
 - **Footing/Foundation Plans and Details**
 - **Framing Plans and Details**

3. [Erosion Control and Tree Conservation Agreement](#)

4. Any Applicable Affidavits

- **[Contractor Affidavit](#):** Required for every contractor and subcontractor. Please include a copy of the current state Contractor's License, local Business License, and state Driver's License.
- **[Authorized Agent Affidavit](#):** Required for third-party services authorized by the owner or permit applicant (i.e., permit expeditors, architects, engineers, etc.).
- **[Residential Owner-Contractor Affidavit](#):** Required for owners of residential properties who wish to act as their own contractor.



This application is for a **Residential Generator Permit**.

Description - Enter a brief summary of the make, model, and size of the generator.

Square Feet – Please leave blank.

Valuation - This is the total installation cost that includes labor and parts.

Required Attachments

1. [Residential Building Permit Application](#)

2. Construction Drawings: Please combine the construction drawings into a single PDF. All pages should be in the same landscape or portrait orientation (not a combination of the two). All drawings should be shown to scale with dimensions.

- **Site Plans** including all setbacks, buffers and easements clearly labeled. Also include any existing utility services such as water, sewer, septic fields, etc.
- You can use the [Community Development GIS Map](#) to determine a lot's setbacks and buffers. Search for an address on the map and select the correct parcel to display more information.

3. [Erosion Control and Tree Conservation Agreement](#)

4. Any Applicable Affidavits

- **[Contractor Affidavit](#):** Required for every contractor and subcontractor. Please include a copy of the current state Contractor's License, local Business License, and state Driver's License.
- **[Authorized Agent Affidavit](#):** Required for third-party services authorized by the owner or permit applicant (i.e., permit expeditors, architects, engineers, etc.).
- **[Residential Owner-Contractor Affidavit](#):** Required for owners of residential properties who wish to act as their own contractor.



A **Residential Interior Remodel Permit** is for alterations to the floorplan within a structure's existing footprint. For alterations to any exterior walls, please apply for a [Residential Additions and Alterations Permit](#) instead.

Description - Enter a brief summary of your project such as "Kitchen Remodel."

Square Feet - Please include the total square footage of all rooms affected by the renovation.

Valuation - This is the total construction cost to include both construction materials and labor.

Required Attachments

1. [Residential Building Permit Application](#)

2. Construction Drawings: Please combine the construction drawings into a single PDF. All pages should be in the same landscape or portrait orientation (not a combination of the two). All drawings should be shown to scale with dimensions.

- **Cover Sheet and Sheet Index** with the project address and a sheet list of all drawings submitted for plan review.
- **Architectural Drawings**
 - **Floor Plans** including existing and proposed floor plans.
- **Structural Drawings**
 - **Foundation Plans and Details**, if applicable.
 - **Framing Plans and Details**, if applicable.

3. Any Applicable Affidavits

- **[Contractor Affidavit](#):** Required for every contractor and subcontractor. Please include a copy of the current state Contractor's License, local Business License, and state Driver's License.
- **[Authorized Agent Affidavit](#):** Required for third-party services authorized by the owner or permit applicant (i.e., permit expeditors, architects, engineers, etc.).
- **[Residential Owner-Contractor Affidavit](#):** Required for owners of residential properties who wish to act as their own contractor.



A **Residential Reconstruction Permit** is for restoring a building to its original condition within its existing footprint due to fire damage or natural disaster. The new work must be compliant with current building codes.

Immediate repairs to stabilize the structure, secure the premises, or prevent further damage are acceptable prior to receiving a permit. Permits for emergency repairs must be applied for within 48 hours or the next business day, whichever is sooner.

If the project includes any changes to the original floorplan, it is not considered Reconstruction. Alterations to the floorplan within a structure's existing footprint require a [Residential Interior Remodel Permit](#), and alterations to any exterior walls require a [Residential Additions and Alterations Permit](#) instead.

Description - Enter a brief summary of your project such as "(Address) - Reconstruction from Fire Damage back to Original Condition."

Square Feet - Please include the total square footage under the roof, including the garage and basement.

Valuation - This is the total construction cost that includes the cost of construction materials and labor.

Required Attachments

1. [Residential Building Permit Application](#)

2. Construction Drawings: Please combine the construction drawings into a single PDF. All pages should be in the same landscape or portrait orientation (not a combination of the two). All drawings should be shown to scale with dimensions.

- **Cover Sheet and Sheet Index** with the project address and a sheet list of all drawings submitted for plan review.
- **Architectural Drawings**
 - **Floor Plans**
 - **Roof Plan**, if applicable.
 - **Elevations**, if applicable.
- **Structural Drawings**
 - **Framing Plans and Details**
 - **Foundation Plans and Details**, if applicable.
 - **Truss Drawings**, if applicable.

3. Any Applicable Affidavits

- **[Contractor Affidavit](#):** Required for every contractor and subcontractor. Please include a copy of the current state Contractor's License, local Business License, and state Driver's License.
- **[Authorized Agent Affidavit](#):** Required for third-party services authorized by the owner or permit applicant (i.e., permit expeditors, architects, engineers, etc.).
- **[Residential Owner-Contractor Affidavit](#):** Required for owners of residential properties who wish to act as their own contractor.



A **Residential Roofing Permit** is required for all flat roof replacement projects. A Roofing Permit is not required to replace shingles on pitched roofs.

If a natural disaster or fire has caused structural damage to the roof, please apply for a *Residential Reconstruction Permit* instead.

Description - Enter a brief summary of your project such as "Johnson Residence Roof"

Square Feet - N/A.

Valuation - This is the total construction cost that includes the cost of construction materials and labor.

Required Attachments

1. [Residential Building Permit Application](#)

2. Construction Drawings: Please combine the construction drawings into a single PDF. All pages should be in the same landscape or portrait orientation (not a combination of the two). All drawings should be shown to scale with dimensions.

- Plan view showing the extent of the flat roof with location of:
 - Primary Roof Drains
 - Overflow Scuppers and/or Secondary Drainage Systems

3. Manufacturer's Specifications: Include manufacturer's specifications and installation instructions for all flat roof components.

4. Any Applicable Affidavits

- **[Contractor Affidavit:](#)** Required for every contractor and subcontractor. Please include a copy of the current state Contractor's License, local Business License, and state Driver's License.
- **[Authorized Agent Affidavit:](#)** Required for third-party services authorized by the owner or permit applicant (i.e., permit expeditors, architects, engineers, etc.).
- **[Residential Owner-Contractor Affidavit:](#)** Required for owners of residential properties who wish to act as their own contractor.



This application is for a new construction **Residential - Single Family House Permit**.

Description - Enter a brief summary of your project such as "New Single Family House with Pool"

Square Feet - Please include the total square footage under the roof, including the garage and basement.

Valuation - This is the total installation cost to include labor, materials, and site work.

Required Attachments

1. Residential Building Permit Application

2. Construction Drawings: Please combine the construction drawings into a single PDF. All pages should be in the same landscape or portrait orientation (not a combination of the two). All drawings should be shown to scale with dimensions.

- **Cover Sheet and Sheet Index** with the project address and a sheet list of all drawings submitted for plan review.
- **Civil Drawings**
 - **Existing Conditions/Survey**
 - **Site Plans** including all setbacks, buffers and easements clearly labeled and shall include the lot coverage calculations. Also include any existing utility services such as water, sewer, septic fields, etc.
 - **Grading and Drainage Plans**
 - **Retaining Wall Details**, if applicable.
 - **Erosion Control Plans** clearly indicating the BMP locations with standard details.
 - **Tree Conservation Plan** including the canopy coverage calculations.
- **Architectural Drawings**
 - **Floor Plans**
 - **Roof Plan**
 - **Elevations**
- **Structural Drawings**
 - **Foundation Plans and Details**
 - **Framing Plans and Details**
 - **Truss Drawings**, if applicable.

3. Erosion Control and Tree Conservation Agreement

4. Any Applicable Affidavits

- **Contractor Affidavit:** Required for every contractor and subcontractor. Please include a copy of the current state Contractor's License, local Business License, and state Driver's License.
- **Authorized Agent Affidavit:** Required for third-party services authorized by the owner or permit applicant (i.e., permit expeditors, architects, engineers, etc.).
- **Residential Owner-Contractor Affidavit:** Required for owners of residential properties who wish to act as their own contractor.



A **Residential Solar Panel Permit** is required for the installation of any solar panels on a residential property.

Description - Please provide a brief name for this project such as "Address - Solar Panel Array on Roof."

Square Feet - N/A.

Valuation - This is the total installation construction cost that includes labor and parts.

Required Attachments

1. [Residential Building Permit Application](#)

2. Construction Drawings: Please combine the construction drawings into a single PDF. All pages should be in the same landscape or portrait orientation (not a combination of the two). All drawings should be shown to scale with dimensions.

- Solar Array Layout Plan with roof attachment details (if the Solar Panel will be attached to the roof)
- Site Plan showing solar array location (if the Solar Panel will be ground-mounted)
- Manufacturer's Specifications and Installation Instructions

3. [Erosion Control and Tree Conservation Agreement](#)

4. Any Applicable Affidavits

- **[Contractor Affidavit:](#)** Required for every contractor and subcontractor. Please include a copy of the current state Contractor's License, local Business License, and state Driver's License.
- **[Authorized Agent Affidavit:](#)** Required for third-party services authorized by the owner or permit applicant (i.e., permit expeditors, architects, engineers, etc.).
- **[Residential Owner-Contractor Affidavit:](#)** Required for owners of residential properties who wish to act as their own contractor.



Building Residential (BR) Townhouse (3 stories or less)

This application is for a **Residential Townhouse (3 stories or less) Permit**. If the townhouses will be more than 3 stories, please apply for a [Commercial Townhouse \(4 stories or more\) Permit](#) instead.

Description - Enter a brief summary of your project such as "The Springs Subdivision - Lot 145."

Square Feet - Please include the total square footage under the roof, including the garage and basement.

Valuation - This is the total installation cost to include labor, materials, and site work.

Required Attachments

1. [Residential Building Permit Application](#)

2. Construction Drawings: Please combine the construction drawings into a single PDF. All pages should be in the same landscape or portrait orientation (not a combination of the two). All drawings should be shown to scale with dimensions.

- **Cover Sheet and Sheet Index** with the project address, land disturbance permit (LDP) number, and a sheet list of all drawings submitted for plan review.
- **Civil Drawings**
 - **Site Plans** including all setbacks, buffers and easements clearly labeled. Also include any existing utility services such as water, sewer, septic fields, etc.
 - **Grading and Drainage Plans**
 - **Retaining Wall Details**, if applicable.
 - **Erosion Control Plans** clearly indicating the BMP locations with standard details.
 - **Landscape Plan**
- **Architectural Drawings**
 - **Floor Plans**
 - **Roof Plan**
 - **Elevations**
- **Structural Drawings**
 - **Foundation Plans and Details**
 - **Framing Plans and Details**
 - **Truss Drawings**, if applicable.

3. [Erosion Control and Tree Conservation Agreement](#)

4. Any Applicable Affidavits

- **[Contractor Affidavit](#):** Required for every contractor and subcontractor. Please include a copy of the current state Contractor's License, local Business License, and state Driver's License.
- **[Authorized Agent Affidavit](#):** Required for third-party services authorized by the owner or permit applicant (i.e., permit expeditors, architects, engineers, etc.).
- **[Residential Owner-Contractor Affidavit](#):** Required for owners of residential properties who wish to act as their own contractor.