



Remodel - Residential Permit Guidelines

(no additional square footage added)

Plans not required to be signed and sealed for interior renovations only...plans **required 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
- 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.