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.