



Residential Remodel/Addition Information Sheet

What is an Addition - Any construction work done to the main building that results in the addition of square footage to the footprint of the house. Additions could be carports, covered patios, sunroom, bedroom or any other room enclosed or open that is attached to the main structure.

What is a Remodel - Any interior or exterior construction work to the main structure such as moving walls, replacing windows, any major electrical, plumbing, and/or mechanical work.

Permit Submittals

Residential Addition	Residential Remodel
Residential Permit Application	Residential Permit Application
Two (2) Simplified Prescriptive Approval. (2006 IECC Residential Energy Code Compliance Form), if applicable	Two (2) If installing new windows as part of the remodel, Simplified Prescriptive Approval. (2006 IECC Residential Energy Code Compliance Form)
Two (2) Sets of floor plans to include all Electrical, Mechanical and Plumbing.	Two (2) Sets of plans to include all Electrical, Mechanical and Plumbing, if applicable.
Contractor Registration - Electrician, Plumber, Mechanical	Contractor Registration - Electrician, Plumber, Mechanical
Two (2) Site plans showing distance from addition to property lines and other structures and showing all easements and existing structures on property.	N/A
Two (2) Foundation and Roofing plans	N/A

What do I need to install a Deck? - Submit a residential permit application and a drawing showing the house and location of proposed deck in relation to the existing house. A materials list and description of how the deck will be anchored to the ground must be included with the permit application.

Do I need a permit for a Concrete Patio? - Concrete patios do not require a permit if they are not attached to the house foundation. However, if the patio will be covered or enclosed in the future, a permit for the concrete should be obtained, so that a record of the structural strength of the patio is on file with the Building Department.