

When Do I Need a Permit?

Miscellaneous Projects Requiring Permits and Information needed at Submittal:

The following is a list of the most common permit questions. Should you need information not listed, please contact us directly.

Fence/Wall (non-retaining)

- Site plan, length and height, construction material (fence permit)

Retaining Wall

- Site plan, length and height, structural cross section, calculations (fence permit)

Pools/Spas

- Site plan, pool specs and calculations (miscellaneous permit application)

New Additions

- Site Plan, working drawings and specifications, floor plan

New Accessory Building

- Site plan, and if larger than 144 square feet, working drawings and specifications

Tenant Improvements (Commercial)

- Site plan, working drawings to include: size and location of tenant space, electrical, plumbing, mechanical, details of special features $\frac{1}{4}'' = 1'$ scale minimum, letter of authorization from owner

Gas Line/Conversion

- Site plan (showing length of lines, size and pipe material, type of gas, meter location), appliances to be connected and specifications (miscellaneous permit application)

Wood Stove/Fireplace

- Floor plan, manufacturer's specifications, and installation requirements (miscellaneous permit application)

Mechanical

- Floor plan, manufacturer's specifications, and installation requirements (miscellaneous permit app.)

Re-Roofing

- Site location and approximate value of the re-roof project

Plumbing

- Water Heater, Appliance information, type, size, and location

Electrical

- New, Replacement or Resizing

Construction Trailer/Temporary Housing

- Location, method of waste disposal

Signs, Commercial

- Location, Sign Type

Application for a permit may be obtained and submitted to the Development Services Department between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday.

CONTACT INFORMATION:

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