

## Documents Required for Permit Application

### RESIDENTIAL

| Type of Project                            | Type of Permit:<br>Online Submittal | Documents Required   |
|--|-------------------------------------|--|
| Addition                                   | Residential: Addition               | <ul style="list-style-type: none"> <li>▪ Building Plans (stamped)</li> <li>▪ Water &amp; Sewer Tap Application* (Only for an upgrade)</li> <li>▪ Fixture Count Form*</li> <li>▪ Soils Report or an Open Hole Inspection</li> <li>▪ Site Plan</li> <li>▪ Residential New Build/Addition Checklist*</li> </ul> |
| Apartment, Condo, Triplex or greater (New) | Residential: Multi Family           | <ul style="list-style-type: none"> <li>▪ Building Plans (stamped)</li> <li>▪ Water &amp; Sewer Tap Application*</li> <li>▪ Fixture Count Form*</li> <li>▪ Soils Report</li> <li>▪ Site Plan</li> <li>▪ Site Improvement Worksheet*</li> <li>▪ Residential New Build/Addition Checklist*</li> </ul>           |
| Basement Finish                            | Residential: Remodel                | <ul style="list-style-type: none"> <li>▪ Building Plans (stamped may be required depending on scope of work)</li> </ul>  |
| Footing / Foundation (New)                 | Residential: Footing/Foundation     | <ul style="list-style-type: none"> <li>▪ Building Plans (stamped)</li> </ul>   |
| Mobile Home - New                          | Residential: Mobile Home            | <ul style="list-style-type: none"> <li>▪ Building Plans (stamped may be required depending on scope of work)</li> </ul>  |
| Remodel (Minor Interior)                   | Residential: Remodel                | <ul style="list-style-type: none"> <li>▪ Building Plans (stamped may be required depending on scope of work)</li> </ul>  |
| Single Family Detached House (New)         | Residential: Single Family Detached | <ul style="list-style-type: none"> <li>▪ Building Plans (stamped)</li> <li>▪ Water &amp; Sewer Tap Application*</li> <li>▪ Fixture Count Form*</li> <li>▪ Soils Report</li> <li>▪ Site Plan</li> <li>▪ Site Improvement Worksheet*</li> </ul>  |

|   |                                     |   |
|---|-------------------------------------|---|
| Sunroom   | Residential: Addition               | <ul style="list-style-type: none"> <li>▪ Residential New Build/Addition Checklist*</li> <li>▪ Building Plans (stamped)</li> <li>▪ Water &amp; Sewer Tap Application* (Only for an upgrade)</li> <li>▪ Fixture Count Form*</li> <li>▪ Soils Report or an Open Hole Inspection</li> <li>▪ Site Plan</li> <li>▪ Residential New Build/Addition Checklist*</li> </ul> |
| Townhome, Duplex (New)  | Residential: Single Family Attached | <ul style="list-style-type: none"> <li>▪ Building Plans (stamped)</li> <li>▪ Water &amp; Sewer Tap Application*</li> <li>▪ Fixture Count Form*</li> <li>▪ Soils Report</li> <li>▪ Site Plan</li> <li>▪ Site Improvement Worksheet*</li> <li>▪ Residential New Build/Addition Checklist*</li> </ul>  |
| <p><i>*To find these forms, select the header Building Safety Information from the online portal or go to the city department webpage Permit Information.</i></p> |                                     |   |