

ATTACHMENTS REQUIRED FOR PERMITS

Building Residential (always if pulled by contractor, if homeowner pull permit, only need plans)

- ☐ Licenses (CSL & HIC)
(Driver's license if no state issued CSL)
- ☐ Insurance Binder
- ☐ Signed Contract

New House/Additions

- ☐ Certified Plot Plan w/ Proposed Structure Location
- ☐ Building Plans w/ Smoke Locations
- ☐ Preliminary HERS Report (over 1000 sq. ft.)

Modular Homes

- ☐ 72 Hours' notice before setting
- ☐ Crane operators license
- ☐ Copy of "House Book"

Kitchen & Bathroom Renovations

- ☐ Sketch of Existing Layout/Conditions
- ☐ Sketch of Proposed Layout/Conditions

Basement Renovation

- ☐ Sketch of Existing Layout/Conditions
- ☐ Sketch of Proposed Layout/Conditions
- ☐ Radon results
- ☐ Makeup air letter from HVAC if enclosing mechanicals

Windows & Doors

- ☐ Energy Rating Specs/Copy of Sticker
- ☐ Window Specifications including Location & Size

Stoves/Fireplaces

- ☐ Manual/Installation Specs for Clearances
 - (drawing/manual for use)

Sheds *greater than 120 sq/ft.

- ☐ Certified Plot Plan w/ Proposed Shed Location
 - Will accept non-certified plan if *well* within setbacks (greater than 30')
- ☐ If Prefab: Building Specs
- ☐ If Stick Built: Construction Plans
- ☐ Anchors

Roof, Siding, Exterior Repairs, Weatherization

- ☐ Specifications should be in contract (Homeowner Permit: Specs in Description)
 - With siding – also needs an electrical permit

Pools

- ☐ Certified Plot Plan w/ Proposed Pool Location
 - Above ground *only* will accept non-certified plan if *well* within setbacks
- ☐ Copy of Homeowners Insurance Policy
- ☐ Pool Specifications
- ☐ In-Ground: Fence Details
- ☐ Above Ground: Ladder Details

Decks/Porches

- ☐ New- Certified Plot Plan w/ Proposed Deck Location
- ☐ Replacing with *same size*- no plot plan needed. Site Visit required before issuing
- ☐ Construction Plans w/ sonotubes, attachment, posts & joist details

Plumbing, Gas & Electrical

- ☐ License
- ☐ Insurance Binder

(New Service & upgrades need a utility auth # from light dept.) old 100/new 200

Sheet Metal

- ☐ License
- ☐ Insurance Binder
- ☐ Manuals (S, J, & D) (not needed if engineered plans)

Sprinkler (no printed permit)

- ☐ License
- ☐ Insurance Binder
- ☐ NEW SYSTEM: Stamped Plans
- ☐ EXISTING SYSTEM: Stamped letter detailing changes

Building Commercial

- ☐ CSL
- ☐ Insurance
- ☐ Contract
- ☐ Plan – Final Set
(All tasking as well)

Demolition

- ☐ CSL & HIC
- ☐ Insurance Binder
- ☐ Signed Contract
- ☐ Health Dept. Docs (asbestos, rodent, utility sign-off)

Fences

- ☐ No permit if under 7 ft
- ☐ Good neighbor fence policy

Solar

- ☐ Stamped plans from engineer
- ☐ Solar smart form
- ☐ License/insurance/signed contract

Dumpsters go through Fire Dept.

Mobile home removal is not a demo. Does not need bolt or water/sewer sign-offs.

Trailers Parks:

- ☐ 107 East Main Street (North Shore) - Full Address in Description of Work
- ☐ 124 West Main Street (Carriagetown) - # in Description