



MIKE COOPER
Mayor

CITY OF COVINGTON

BUILDING PERMITS OFFICE

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RESIDENTIAL RENOVATION BUILDING PERMIT CHECKLIST

Renovation means no square footage is added, only alterations to an existing structure.

- Completely filled out and signed application
- Cash sale document showing ownership
- State license or license exemption sheet (notarized)
- Plans are needed if a major renovation - two sets of plans. Plans need to be stamped IF NOT being built to a prescriptive code - two regular size sets and one 11" x 17" set including foundation plans, floor plans, elevation drawings and detail drawings, including electrical, plumbing and mechanical. The 11" x 17" set goes in the file. One of the regular sets is given back at the time the permit is issued to stay on site when the inspector comes for inspections. The other regular set goes to Public Works or the City Engineer to review. **All plans must meet and indicate current state building codes, design, wind speed, exposure, etc.**
- If in the Historic District, a Certificate of Appropriateness must be on file.
- Permit fee (\$.25 per square foot and \$25 per inspection)
- Re-inspection fee is \$100 each time per failed inspection. Fee must be paid before re-inspection will be scheduled.
- If not a major addition, make a sketched detailed drawing and attach a Scope of Work letter detailing all work being done and materials being used in construction.
- Any additional fees incurred (e.g., engineering, plan review, etc.) must be paid before Certificate of Occupancy is granted.