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*Mayor*

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## RESIDENTIAL RENOVATION BUILDING PERMIT CHECKLIST

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

- Completely fill out and sign application
- Cash sale document showing ownership
- State license or license exemption sheet (notarized) - all general contractors and subcontractors (electric/mechanical/plumbing) - must be state licensed.
- Plans are needed if a major renovation. Plans need to be stamped IF NOT being built to a prescriptive code including foundation plans, floor plans, elevation drawings and detail drawings including electrical, plumbing and mechanical. **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 renovation, make a sketched detailed drawing and attach a Scope of Work letter detailing all work being done and materials being used in construction. Engineered plans must be in electronic PDF format.
- Any additional fees incurred (e.g., engineering, plan review, etc.) must be paid before Certificate of Occupancy is granted.