



Residential: Electrical – Plumbing – Mechanical

Electrical Upgrades/ Repairs

When is a permit needed? A permit is required for all service upgrades or circuit replacements.

What is needed to obtain a permit? A plan review is not required, but a permit fee is due upon permit issuance. Licensed electrician must pull permit and call for inspections before concealing work.

Submittal documents: Fill out a Residential permit application.

Plumbing Upgrades/ Repairs

When is a permit needed? A permit is required when a gas line is added, replaced or repaired, installing gas logs inside your fireplace, replacing a gas or electric water heater, adding a water softener to your home or sprinkler system.

What is needed to obtain a permit? A plan review is not required, but a permit fee is due upon permit issuance. Licensed plumber must pull permit and call for inspections before concealing work.

Submittal documents: Fill out a Residential permit application.

Sprinkler Permits: An approved backflow device must be installed with each sprinkler system. Device must be tested upon installation and every year thereafter.

Mechanical Upgrades/ Repairs

When is a permit needed? A permit is required when an air conditioner or furnace is replaced.

What is needed to obtain a permit? A plan review is not required, but a permit fee is due upon permit issuance. Licensed mechanical contractor must pull permit and call for inspections before concealing work.

Submittal documents: Fill out a Residential permit application.

All Electrical, Plumbing, and Mechanical work described above requires an inspection.

Remodel or Addition?

What is an Addition? – Any construction work done to the main building that results in the addition of square footage to the footprint of the house. Additions could be carports, covered patios, sunroom, bedroom or any other room enclosed or open that is attached to the main structure.

What is a Remodel? – Any interior or exterior construction work to the main structure such as moving walls, replacing windows, any major electrical, plumbing, and/or mechanical work.

Permit Submittals

Residential Addition	Residential Remodel
Residential Permit Application	Residential Permit Application
(2) Simplified Prescriptive Approval. (2009 IECC Residential Energy Code Compliance Form), if applicable	(2) If installing new windows or door (or replacing existing) as part of the remodel, Simplified Prescriptive Approval. (2009 IECC Residential Energy Code
(2) Sets of floor plans to include all Electrical, Mechanical and Plumbing.	(2) Sets of plans to include all Electrical, Mechanical and Plumbing, if applicable.
Contractor Registration - Electrician, Plumber, Mechanical	Contractor Registration - Electrician, Plumber, Mechanical
(2) Site plan showing distance from addition to property lines and other structures and showing all easements and existing structures on property.	N/A
(2) Foundation and Roofing plans	N/A

What do I need to install a Deck? - Because they are not covered, decks are not considered additions to the footprint of the house nor do they have to meet setback requirements. If any deck is 30 inches off the ground, over 200 square feet, serves the primary entrance or is attached to the house in any way, it requires a permit. Submit a residential permit application and a drawing showing the house and where the deck is to be constructed. Include the materials to be used and a description of how the deck will be anchored to the ground.

Do I need a permit for a Concrete Patio? Concrete patios do not require a permit if they are not attached to the house foundation, however, if you plan to cover or enclose this area at a later date, a permit for the concrete is required to have a record of the structural strength of the patio.