

# PERMIT REQUIREMENTS

## ⊞ Exterior/Addition

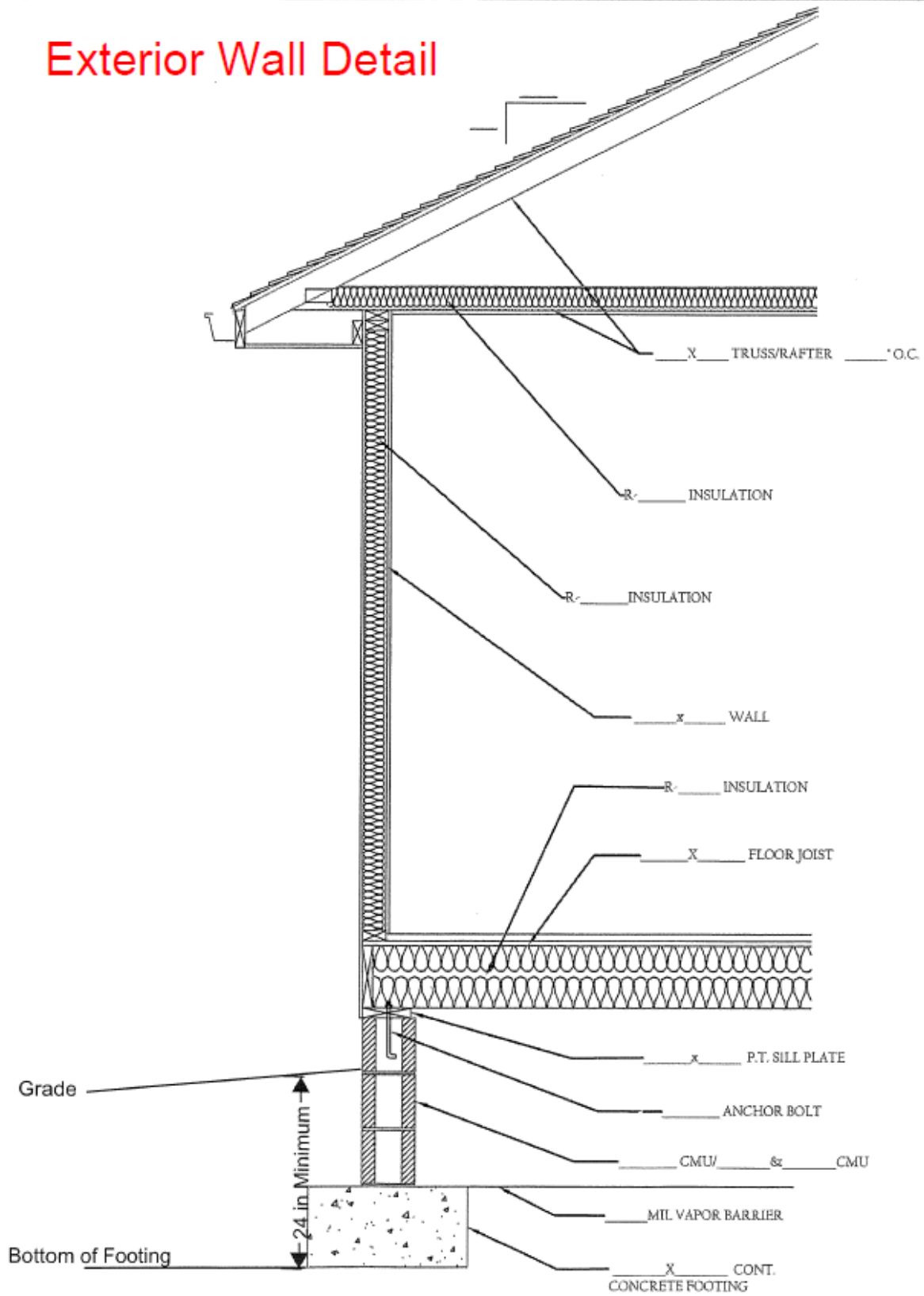
1. Building anything up to 750 sq. ft. **requires** a drawing of the property-to include any structures and measurements of how many sq. ft. from the property line on all sides. The dimensions of the structure need to be on the drawing as well. This is to be submitted with your permit application. (Includes: Building structure, additions, fences/pool barriers, accessory structure, deck, etc.) – **\*See Examples Below – Pages 3 & 4.**
2. Closing in a porch, garage or adding onto any structure on the property, will require the drawing mentioned above, as well as **EXTERIOR WALL DETAIL.** **\*Located on page 2 below.**
3. Building anything or disturbing soil **over** 750 sq. ft. **requires** a professionally signed, stamped plot plan with the application. (Includes: **All** in ground swimming pools) (Professional Plot Plans can be obtained from: Civil Engineers or Surveyors)

## ⊞ Interior & Alteration

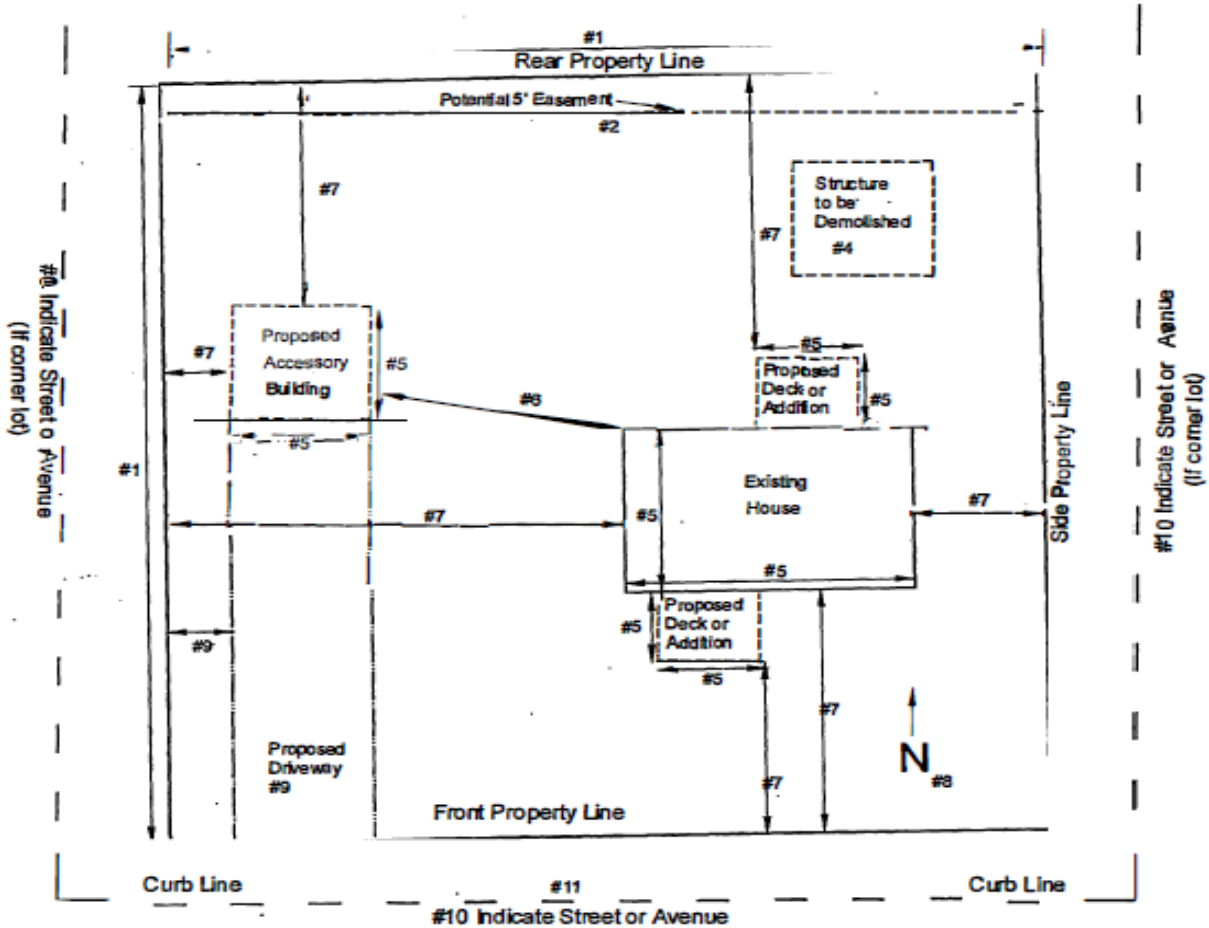
4. Floor plan – previous floor plan and new floor plan is required with application. - **\*See example on page 5 & 6.**

**If submitting applications through email, please send application, drawings or plans in PDF format.**

# Exterior Wall Detail



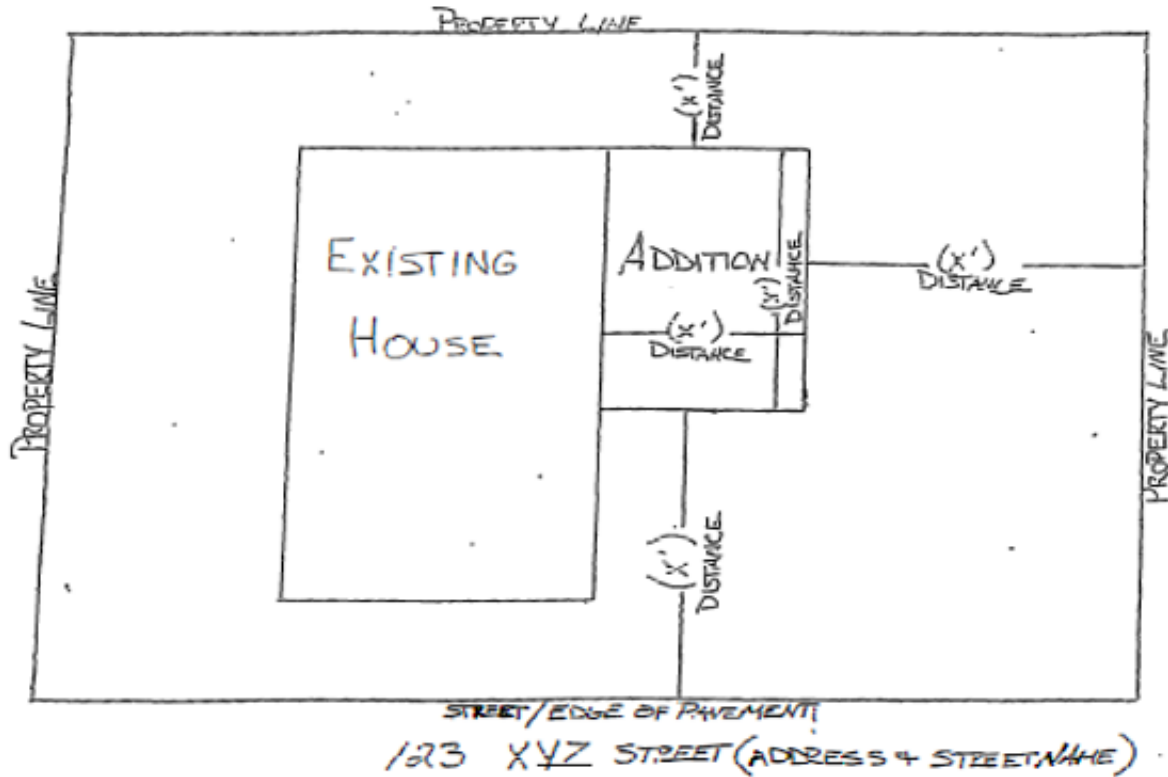
# PLOT PLAN SAMPLE



**NOTE: All of these items must be shown on submitted plot plan:**

1. Draw lot, show lot measurements and show all existing and proposed structures.
2. Show all easements located on this lot.
3. Label all existing and proposed structures.
4. Show any buildings to be removed or demolished.
5. Show dimensions of all structures.
6. Show distances between all structures.
7. Show distances between all structures and property line.
8. Indicated the direction of North on plot plan.
9. Show existing driveway and any changes to proposed driveway. Show distances to property lines. (If any driveway changes are proposed, refer to right-of-way handout.)
10. Label frontage street and adjacent street if a corner lot.
11. Note: The curb line is NOT the property line.

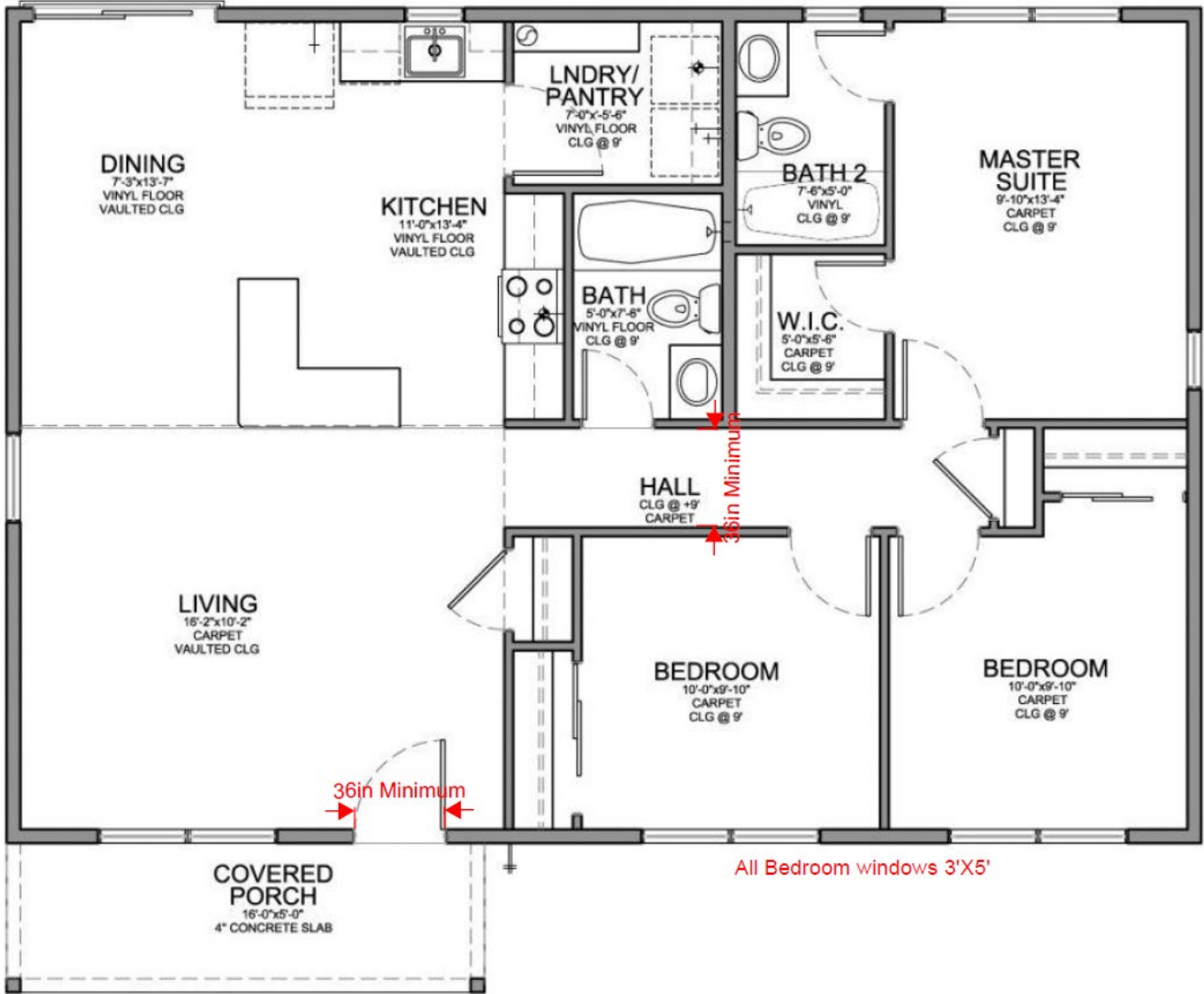
## PLOT PLAN SAMPLE



### QUESTIONS:

1. IS THE STRUCTURE 750 SQUARE FEET OR LESS?
  - IF YES, PLEASE REFER TO THE SAMPLE ABOVE (HAND DRAWN IS ACCEPTABLE)
  - IF NO, PLEASE SUPPLY A PLOT PLAN DESIGNED BY AN ENGINEER
2. IS THE STRUCTURE FOR RESIDENTIAL USE AND LESS THAN 200 SQUARE FEET?
  - PERMIT IS AT NO CHARGE
3. IS THE STRUCTURE FOR COMMERCIAL USE AND LESS THAN 120 SQUARE FEET?
  - PERMIT IS AT NO CHARGE

# Example Floor Plan



# Example Addition & Alteration Floor Plan

