

Residential Projects – Please include the required documentation based on the type of project

Residential Alteration (Includes interior renovations requiring structural work or changes to the means of egress). Documents needed:

- Construction Drawings – Signed and sealed if structural work
- Contractor’s Certificate of Liability Insurance

Residential Addition (Includes the expansion to an existing single-family dwelling or increase in floor area or height of a building or structure). Documents needed:

- Drawings, signed and sealed by a design professional
- Contractor’s Certificate of Liability Insurance
- Survey to scale (project must be drawn on survey to scale)
- Energy compliance worksheet (if applicable)

Residential Accessory Structure (Includes detached garages, sheds, generators, gazebos, greenhouses, pool houses, chicken coops, decks, etc. Any additional structure that is placed on the property in addition to the single-family dwelling). Documents needed:

- Construction Drawings – Signed and sealed by Design Professional if 500 square feet or greater in size)
- Contractor’s Certificate of Liability Insurance
- Survey to scale (project must be drawn on survey to scale)

Residential Pool Documents needed:

- Pool Drawings or specifications from vendor
- Contractor’s Certificate of Liability Insurance
- Survey to scale (project must be drawn on survey to scale)
- Pool cover and door/window alarm information
- Fence information, including dimensions, depiction, gate swing direction and lock and latch information (applicable to in ground pools)

Residential New Construction Documents needed:

- Stormwater Management On-Lot Controls Sheet (only applicable for lots not in a planned development)
- Survey to scale (project must be drawn on survey to scale)
- Drawings, signed and sealed by a design professional
- Sanitary Tap
- Energy Compliance Worksheet
- Contractor's Certificate of Liability Insurance
- Sprinkler Addendum (if applicable)
- Highway Occupancy Permit (if applicable)
- Traffic Impact Fee (if applicable)