

## **Residential Addition Permit Application**

Application requires review by Building Department staff. Contractors, who are registered online users, can apply online, upload documents, monitor application progress, schedule inspections, and pay fees 24 hours a day / 7 days a week through the [online portal](#).

You will be notified by email of any changes made to your application status.

All information is intended as a guide and may not cover every situation. Additional information may be required dependent on individual project circumstances.

### **Type of Work**

**Residential Addition:** Exterior addition (change that impacts the footprint of the building, adds height to the building, or converting non-living space to living space) or accessory structure such as: carport, garage, screen enclosure, shed, workshop, etc. Can include interior changes. Includes all sub-trades such as electrical, plumbing, and roofing.

**Residential Aluminum Structure:** New, repair or replace aluminum structures such as carports and screen enclosures (including on a single unit of a townhouse type structure).

### **Licensed Professionals**

Professionals may only obtain permits for the scope of work in accordance with their license type. Some professionals may be required to name subcontractor(s).

- Building Contractor
- General Contractor
- Residential Contractor
- Special Structure Aluminum Contractor
- Property owners acting as their own contractor, Owner/Builder, must appear in person.

### **Documents Needed with This Permit Application**

**Application**

**NOC**

**Plans**