



Building Division

**Remodel/Addition/Alteration
Plan Checklist**

Please check the boxes below indicating the required information is on the construction documents submitted for application:

REMODELING/ADDITIONS/ALTERATIONS

- 1/4" scale legible plans
- Floor plans for all levels with all windows, doors, rooms labeled, and dimensions clearly marked
- Cross section that includes footings, foundation, wall and roof design, including interior and exterior finishes (if applicable)
- Exterior elevations (all sides)
- Clearly defined areas of "existing" and "proposed work"
- Energy Code Signoff sheet (For additions)

PLEASE NOTE:

Permit applications may be submitted at any time, but missing plan details may result in a delay of plan review and permit issuance.

FOR OFFICE USE ONLY

Applicant is: Homeowner Contractor Other

- All required information was provided.
- The following information listed above was not provided:

- The following additional information not listed above is required:
