

Document Submittal Checklist for Interior Alteration/Remodel

- This checklist is to be completed by the permit applicant to assure a complete submittal.
- The permit technician will also use the checklist to confirm a complete submittal. If the submittal is incomplete, it will not be accepted and the permit applicant will be asked to hold on to all documentation until their submittal is complete.

The following documents shall be submitted with a permit application for interior alteration/remodel:

- Floor plan of the area to be altered that shows and/or contains the following information:**
 - Show old walls in dashed lines
 - Show new walls in heavy solid line
 - Indicate location of load bearing walls or walls that might be load bearing
 - label the use of each new room or space (bedroom, bathroom, etc)
 - show electrical (new and existing) and indicate size of existing electric service
 - show plumbing (new and existing) Size of exiting water service line
 - If the project modifies or adds to the installation of mechanical equipment or exhaust fans, show the details of that equipment
 - Plans to be drawn to scale - Normal scaling is 1/4" per foot for the building plan

- The valuation of labor and materials** must be declared on the application. If the owner/occupant is acting as the general contractor (will be performing the work) then a value for labor still needs to be included in this amount.

Plan Review (Allow 5 working days for plan review to be completed). The plan reviewer will review the submittal to confirm compliance with the building codes.