

Requirements for Interior Renovations

A Complete description of the work being performed is required on each application.

This may include:

- hand or CAD drawings
- pictures
- written list of changes and the procedures involved
- Engineering designs

Submit:

- 1. 2 copies of Description or drawings**
- 2. Engineered designs if required**
- 3. Roof Truss layout and design Home built trusses are not allowed.**
- 4. Floor Joist Layout and design**
- 5. Ventilation system designs (return design worksheets)**

A drawing and approval is required for these structural changes:

Installation or change a room to a bedroom	☐	Changes or removal in beams or post and the spacing	☐
Change or Installation of roof rafters or trusses	☐	Changes in floor joists, stairs or landings	☐
Removal/ installation of support walls or beams	☐	Changing any window opening size (larger)	☐
Addition of any new windows or door openings	☐	Completely gutting the building down to framing	☐
Installation of a cover over a deck	☐	Installation of a wood burning stove or fireplace	☐
Installation, changes or removal of foundation	☐	Use of or occupancy of an attic space	☐

- Inspection of all structural work will be required

Ventilation System Design:

If you are gutting a home or have installed new windows and a hi-efficient furnace, the building code requirements for quality and safe air in a home you must have a ventilation system designed and installed for the home by a qualified mechanical contractor or plumber. Worksheets may be provided.

Permits:

Electrical permit is required for any electrical work done on the home or garage

Plumbing permit is required for any plumbing done that may affect the drain, waste or water supply other than minor repairs or adjustments.

Gas permit required for any work done on or may affect the gas or gas lines including covering them over and installation and/or changes to any gas heating devices.