

RENOVATIONS & REPAIRS

Applications for building permits will be reviewed when a complete application package is received by the Inspector of Buildings. It is the applicant's responsibility to guide the permit application through the appropriate departments. If you submit an incomplete application package, your application will be returned without review. The Inspector of Buildings is required by law to act on each complete application within 30 days. Under normal conditions applications are reviewed within a week or so.

1. Completed application form with Treasurer's Signature.
2. Photocopy of Builder's License and HIC Registration along with completed and signed Worker's Comp. Affidavit.
3. If you are acting on behalf of the owner, the owner must sign in the appropriate place on the building permit application.
4. One set of drawings, if applicable.*
(No drawings larger than 11 x 17 inches)

**For unusual special or complex construction or materials, supporting documentation (ie, engineer's stamp, manufacturer's engineer calculation sheet) may be required. Examples: laminated veneer lumber, cathedral ceilings, glue lams, steel.*