

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

- **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.