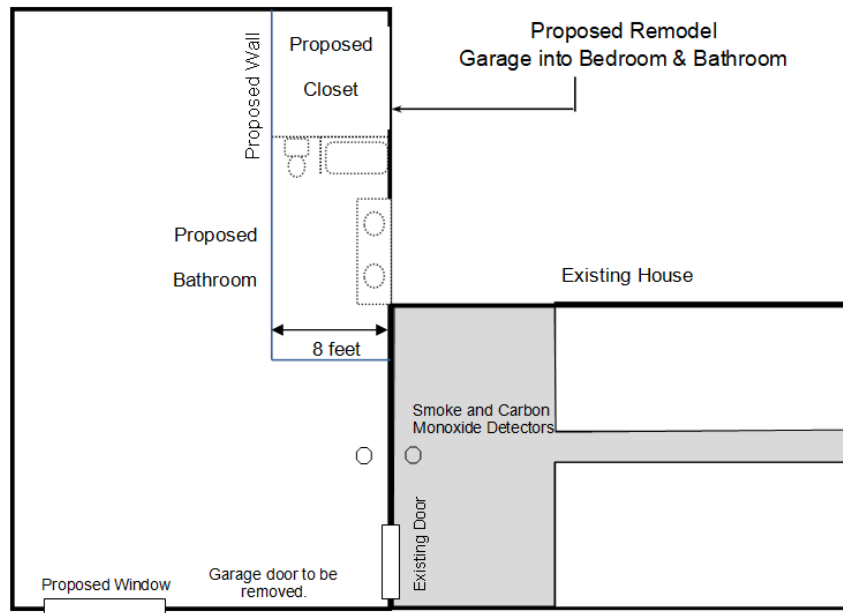


RESIDENTIAL REMODEL PERMIT INSTRUCTION PACKET

Please include one or more Floor Plan(s) when submitting the **Residential Remodel Permit Application**:

- Applicant must submit a Floor Plan for the project to the **Community Development Department**
 - Label function of each room (bedroom, bathroom, etc.)
 - Label the dimensions of each room or space
 - Label fixtures (sinks, electrical outlets, air conditioning ducts, etc.)
 - Label existing walls and/or features to be removed and any new walls and/or features to be built or installed



Guidelines for application submission:

- Describe the project and include any changes in the function of a room, additional fixtures or features, and any new rooms or spaces added
- Identify which of the following are included in the proposed work:
 - **Mechanical:** Changes to heating, ventilation, air conditioning
 - **Electrical:** Changes to lights, outlets, receptacles, etc.
 - **Plumbing:** Changes to sinks, toilets, water supply, drains, etc.

