



WHAT TYPE OF PERMIT(S) DO I NEED?

The following information is a brief overview. If you are uncertain, always contact the Building Code Official (BCO) and the Zoning Officer to confirm permitting requirements prior to proceeding with your project.

The following guidelines apply to single-family dwellings, two-family dwellings, townhouses and structures that are considered to be accessory to these types of residential structures. Any other uses or proposed construction would be considered "COMMERCIAL" and must comply with the requirements for commercial buildings. Please contact the Building Code Official (BCO) and Zoning Officer for more information on how to determine the requirements for any proposed commercial construction.

Required Residential Permits

ZP: Zoning Permit

BP: Building Permit

1. Decks

- a. 30" or less at the highest point of the deck walking surface measured from the adjacent grade, **not** located at the main exit door and without a roof: **ZP**
- b. Over 30" at the highest point of the deck walking surface measured from the adjacent grade or if the deck is located at the main exit door: **ZP and BP**
- c. Replacing an existing deck requires permits as specified in a. and b.

2. Porches or Decks with a roof

- a. **ZP and BP** regardless of the height of the walking surface

3. Enclosing a Porch or Patio

- a. **ZP and B**

4. Sheds or Garages

- a. Under 1,000 square feet of total floor area and accessory to a single family dwelling: **ZP**
- b. 1,000 square feet of total floor area or larger: **ZP and BP**

5. Fences

- a. Fences 3 feet to 6 feet high: **ZP**
- b. Fences higher than 6 feet: **ZP and BP**

6. Retaining Walls

- a. Up to and including 4 feet high measured from the adjacent grade: **ZP**
- b. Retaining walls higher than 4' at any point measured from the adjacent grade: **ZP and BP**

7. Swimming Pools

- a. All swimming pools that are capable of holding 24" or more of water: **ZP and BP**
Barriers (e.g. fence) required by the International Residential Code must be provided.

8. Hot tub or Spa

- a. Indoor: **BP**
- b. Outdoor: **ZP and BP**

9. Additions

- a. Any size: **ZP and BP**
- b. Garage attached to the house: **ZP and BP**
- c. Carport attached to the house: **ZP and BP**

10. Alterations

- a. Alterations that involve structural changes: **BP**
A zoning permit may be required, depending upon the scope of work.

Please do not proceed with a project of this type without first contacting the code official for guidance.

11. Changes to an Existing Mean of Egress

- a. Removal or change: **BP**
A zoning permit may be required depending upon the scope of work.
- b. Ramp: **ZP** and **BP**
- c. Exit door: **BP**
- d. Stairs: **ZP** and **BP**
- e. Handrails: **BP**
- f. Guard system: **BP**

12. New Homes

- a. Traditional: **ZP** and **BP**
- b. Manufactured (new or used): **ZP** and **BP**
- c. Modular (new or used): **ZP** and **BP**

13. Demolition

- a. Residential Structure: **ZP** and **BP**
- b. Commercial Structure: **ZP** and **BP**

14. Driveway

- a. New Driveway: **ZP**
- b. Increase in size or change of location: **ZP**

15. The Project Involves:

- a. Removal, replacement, re-enforcement or cutting of any structural beam or header or any load-bearing support wall: **BP**
- b. Work or service to the electrical service to the dwelling that will require an inspection by the power company: **BP**
- c. Cutting away of any wall, partition, or portion thereof: **BP**
- d. Addition to, alteration of, replacement or relocation of any water supply, sewer, drainage, gas, soil, waste, vent or similar piping: **BP**
- e. Addition to, alteration of, replacement or relocation of any electrical wiring: **BP**
- f. Addition to, alteration of, replacement or relocation of any mechanical Equipment: **BP**

16. Any portion of a dwelling or residential accessory structure that will be used for commercial purposes (open to employees or the public) Will require a **Zoning Permit. Examples include but are not limited to:**

- a. Professional offices
- b. Business offices
- c. Notaries
- d. Beauty Shops, nail salons, barber shops
- e. Car or equipment repair

FEES: Any zoning fees are due upon issuance of the permit. The building permit fees are separate from the zoning fees and are due upon issuance of the permit.