

SFD Renovation/Addition Permit Application Checklist

- Completed Development Permit Application (front & back)
- Letter of Authorization (permission to act on behalf of the registered property owner)
- Site Plan (not req'd for interior reno) – please show the following:
 - All Property Lines
 - All existing structures (House, shed, fence, etc.)
 - Setbacks (Distance, in feet, from all property lines to proposed addition)
 - Any known easements related to your property
- Full set of Building Plans including elevations, floor plans, & building cross section (preliminary plans will not be accepted)
- Truss Package (layout & individual shop drawings – preliminary plans will not be accepted)
- Permit Fee (\$3.00 per \$1000.00 of estimated construction cost, min. \$100.00)