



## Building Permit Alterations/Renovations Checklist

### A. "Building Permit/Compliance Inspections Application"

- Address
- Parcel number: District 6 Land Lot ### Parcel ###
- Zoning
- Addition [ ] Alteration [ ] Details of project \_\_\_\_\_
- Setbacks, located on [municode Article 3](#)
- Estimated construction cost (Includes M.E.Ps?) & building dimensions
- Property owner's name, address, & telephone number
- Building contractor's name, address, & telephone number
- Applicant's signature, printed name, & telephone number

### B. Attachments

- Copy of contractor's business license
- Copy of contractor's trade license
- Copy of contractor's proof of insurance
- Copy of contractor's photo id
- Scaled drawing showing all work proposed. Legal boundary survey may be required if doing the work outside building footprint.