



RESIDENTIAL PROJECTS & REQUIREMENTS

Project Type	Permit Required	Zoning Review	Plan Review	Engineering Review*	Site Plan	Drawings	Manufacturer Info**	Contractor Registration
Addition	X	X	X	X	X	X		X
Alteration	X	X	X		X	X		X
Apron	X	X			X			X
Deck	X	X	X		X	X		X
Demolition (Whole Building)	X							X
Driveway	X	X			X			X
Electrical (Replacement in kind/repair)	X							X
Electrical (New Home, Renovation, Addition)	X		X			X		X
Fence (≤ 6 ft. high)	X	X			X			X
Fireplace	X					X (masonry)	X	X
Foundation/Basement Walls replacement in kind/repair	X		X			X		X
Garage, Attached or Detached	X	X	X	X	X	X		X
Generator	X	X	X		X		X	X
Grading	X			X	X			X
HVAC (Replacement in kind/repair)	X						X	X
HVAC (New Home, Renovation, Addition)	X		X			X		X
New Home	X	X	X	X	X	X		X
Plumbing (Replacement in kind/repair)	X						X	X
Plumbing (New Home, Renovation, Addition)	X		X			X		X
POD		X			X			
Roofing, Siding, Windows	X						X	X
Satellite Dish	X						X	X
Shed (≤ 200 SF)	X	X			X	X		X
Shed (> 200 SF)	X	X	X	X	X	X		X
Sidewalk	X				X			X
Swimming Pool (above ground)	X	X			X		X	X
Swimming Pool (in ground)	X	X	X		X	X		X
Dampproofing/Waterproofing	X							X

* Engineering review required for designated projects over 200 square feet.

** Manufacturer's installation instructions are required to be on the job site for all installed appliances or equipment.

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This matrix is provided as a resource; however it should not be construed to overrule specific requirements depending on your project details. Please speak with Building Department staff about your project to determine if any additional required information is needed.

Important Notes

1. Building plan review fees are due at time of application. Engineering plan review fees are required for new homes at the time of application. Permit fees are due at the time of permit issuance.
2. Zoning reviews do not require a fee. If proposed projects are not zoning compliant, compliant plans will need to be resubmitted or variances granted by the Building and Zoning Board of Appeals.
3. Exterior changes to structures located within the Butternut Ridge Historic District require Landmarks Commission approval prior to permits being issued. See Chapter 165 of the Codified Ordinances for more info or contact the Planning and Development Department.
4. Inspections are required for all projects. The contractor and homeowner are responsible for contacting the Building Department a minimum of 24 hours in advance to schedule inspections.

Projects with No Permit Required

1. Roofing repair/replacement in kind (<100 SF)
2. Driveway repair/replacement in kind (<100 SF)
3. Kitchen cabinets replacement in kind
4. Carpeting
5. Tile floors
6. Wall treatments
7. Interior doors
8. Submeters
9. Minor electrical work (receptacle or fixture change)

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