

## Residential Addition Permit Application

Application requires review by Building Department staff. Contractors, who are registered online users, can apply online, upload documents, monitor application progress, schedule inspections, and pay fees 24 hours a day / 7 days a week through the [online portal](#).

You will be notified by email of any changes made to your application status.

All information is intended as a guide and may not cover every situation. Additional information may be required dependent on individual project circumstances.

### Type of Work

**Residential Addition:** Exterior addition (change that impacts the footprint of the building, adds height to the building, or converting non-living space to living space) or accessory structure such as: carport, garage, screen enclosure, shed, workshop, etc. Can include interior changes. Includes all sub-trades such as electrical, plumbing, and roofing.

**Residential Aluminum Structure:** New, repair or replace aluminum structures such as carports and screen enclosures (including on a single unit of a townhouse type structure).

### Licensed Professionals

Professionals may only obtain permits for the scope of work in accordance with their license type. Some professionals may be required to name subcontractor(s).

- Building Contractor
- General Contractor
- Residential Contractor
- Special Structure Aluminum Contractor
- Property owners acting as their own contractor, Owner/Builder, must appear in person.

### Documents Needed with This Permit Application

**Application**

**NOC**

**Plans**