



### Permit Requirements

Please contact City Staff for work not listed

*Work must not begin before the permit has been approved by the City*

Type of Work	Permit Required
<b><u>Building</u></b>	
Change of occupancy or use of a structure, building, or portion of building	Building/Zoning
Construct any new structure or building	Building/Zoning
Construct an addition (covered porch, bedroom, bathroom, sunroom, garage, etc.)	Building/Zoning
Demolish a structure or building	Building/Zoning
Finish previously unfinished space such as attic and basement	Building
Install new floor coverings (vinyl, carpet, hardwood)	None
Insulate attic	None
Move a structure or building within the same property	Building/Zoning
Move a structure or building using public right-of-ways (roads)	Building/Zoning/Moving
Move or remove any load bearing wall	Building
Painting - interior or exterior	None
Repair damaged structure (wall studs, columns, footings, foundation, joists, rafters, beams, trusses, etc.)	Building
Replace gypsum wallboard (sheetrock) over 100 square feet (intended to allow minor repairs)	Building
Replace interior wall coverings, plaster, texturing, paneling, wallpaper	None
Replace kitchen or bathroom cabinets	None
Install or replace ceiling (suspended or sheetrock)	Building
<b><u>Decks</u></b>	
Construct attached deck/landing or if detached and greater than 30" above adjacent grade	Building/Zoning
Construct a detached deck/landing less than 30" above adjacent grade	Zoning
<b><u>Doors</u></b>	
Install new or replace storm doors	None
Interior door made larger or moved	Building
Replace overhead garage door or made larger	Building
Replace, move or new exterior door and jamb	Building
<b><u>Driveway or sidewalk</u></b>	
Install or replace driveway approach or sidewalk in the boulevard (public right of way)	Excavation
<b><u>Fence</u></b>	
Install fence up to 7 feet high	Please call for applicable zoning ordinances
Install fence over 7 feet high (maximum height allowed: 8-1/2 feet)	Building/Zoning
<b><u>Garage</u></b>	
Construct new attached or detached garage	Building/Zoning
Overhead garage door replaced or made larger	Building
Replace move or new walk door	Building
<b><u>Heating or Cooling</u></b>	
Install or replace air handling units HRV, ERV	Building
Install new duct work or HVAC system	Building
Install, replace, or alter fuel gas piping and/or appurtenance (fireplace, etc)	Building
Replace furnace, boiler, or other heating/cooling system (residential <b>only</b> )	Mechanical



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**Heating or cooling continued**

- Install or replace refrigeration systems containing greater than 10 pounds of refrigerant or actuated by motors greater than 1 horsepower . . . . . Building
- Install or replace window air conditioner . . . . . None
- Replace, change, or add to existing duct work or HVAC system . . . . . Building
- Work which may alter an existing chimney or flue (residential only) . . . . . Mechanical

**Plumbing**

- Install a new water heater . . . . . Plumbing
- Replace an existing water heater in a single family dwelling . . . . . Mechanical
- Install lawn irrigation system hookup to City water (backflow protection device) . . . . . Plumbing
- Install, change, or reroute plumbing drain, waste, or vent piping . . . . . Plumbing
- Install new water conditioning equipment (water softener) . . . . . Plumbing
- Replace existing water conditioning equipment (water softener) . . . . . Mechanical
- Replace existing plumbing fixtures . . . . . None
- Replace faucet or p-trap on existing plumbing fixture . . . . . None
- Clear stoppages in plumbing drainage systems . . . . . None

**Retaining Wall**

- Retaining wall over 4 feet tall from bottom of footer to top of wall . . . . . Building/Zoning

**Roofing and Siding**

- Re-roof . . . . . Building
- Re-side and/or replace soffit (includes EIFS, brick, stucco, stone and cultured stone facings) . . . . . Building
- Minor repair to roofing and siding (less than 1 square) . . . . . None
- Install or replace gutters and downspouts . . . . . None

**Signs**

- Install or move a sign (attached to a building and free standing) . . . . . Zoning

**Storage Shed/Gazebo**

- Construct or move in any storage shed or Gazebo under 200 square feet . . . . . Zoning
- Construct or move in any storage shed or Gazebo over 200 square feet . . . . . Building/Zoning

**Swimming Pool**

- In ground . . . . . Building/Zoning
- Above ground . . . . . Contact the City Zoning Department (372-8640)

**Windows**

- Replace new windows, window inserts, egress windows and wells or move a window . . . . . Building
  - Install or replace storm windows . . . . . None
- To fulfill state requirements, the City currently requires a \$5.00 surcharge fee for altering a residential flue, or replacing a residential water heater, residential furnace, and residential water softener.

Work that requires a permit also requires inspection. Please call 507-372-8640 to schedule an inspection appointment.