

# Residential Booking

## Work Type Details

### New Single-Family and ADUs

This appointment is for 20 minutes. Only one submittal per appointment is allowed and the following documents are required to complete the submission:

- Residential Permit Application
- Residential Log Sheet (not needed for ADU)
- Addition/Accessory Structure Checklist (not needed for Single Family)
- Residential Site Plan Checklist
- Lien Agent
- Survey/Site Plan
- Structural/Architectural Engineered Plans and Elevations
- Floor Plans
- Well/Septic permits if applicable

### Detached Accessory Structures & Additions

This appointment is 20 minutes. **This booking is not for ADUs.** This appointment is allowed for the new construction of:

- Garages
- Sheds (larger than 12x12 in height or width)
- Greenhouses
- Carports
- Pool houses
- Workshops

The following documents are required to complete the submission:

- Residential Permit Application
- Residential Site Plan Checklist
- Addition/Accessory Structure Checklist
- Survey/Site Plan
- Scaled supplemental drawing (if the proposed detached structure is not located on the sealed survey)
- Structural Plans, floor layout, and elevations
- Well/Septic permits if applicable

### Residential Inquiries

This appointment is 15 minutes. This appointment is allowed for:

Answering questions about the permitting process, questions on how to complete documents for submission, and intake requirements for new submissions.

## **Residential Interior Alteration or Solar installation**

This appointment is 20 minutes. This booking is not for ADUs. This appointment is allowed for:

- Moving walls inside the home
- Changing unconditioned space to conditioned living space
- Renovations to rooms inside the home: kitchen, bathroom, bedroom, living room, etc.
- Mobile home repair
- Siding, windows, doors
- Roofing
- Single trade alterations
- Installing rooftop solar systems

The following documents are required to complete the submission:

-Residential Permit Application (completely filled out with applicant and licensed trade contractor signatures.)

## **Deck/Porch**

This appointment is 20 minutes. This appointment is allowed for the new construction of:

- Covered or screened porches
- Decks
- Patios
- Porticos
- Gazebo
- Three-season room

The following documents are required to complete the submission:

-Residential Permit Application  
-Residential Site Plan Checklist  
-Survey/Site Plan  
-Elevations (for anything with a roof)

## **Fence**

This appointment is 20 minutes. This appointment is allowed for the new construction of residential fence installations only.

The following documents are required to complete the submission:

- Residential Permit Application
- Residential Site Plan Checklist
- Survey/Site Plan
- Fence Dimension/Elevations