

## ***Residential Remodeling Building Plan Submittal Guidelines***

### **PURPOSE**

This policy is intended to provide guidance to the public when submitting residential remodeling projects and also to provide guidance to staff when reviewing these submittals. This remodeling policy does not include change of building occupancy applications or remodeling of commercial buildings.

### **GENERAL**

Residential remodeling applications vary greatly in scope from simple projects, such as replacement of plumbing fixtures, to complex projects affecting the entire residence. For Minor Remodeling, an over the counter building permit may suffice. For Major Remodeling, it will be necessary to have full building plans and specifications in order to provide for adequate review by PRMD staff.

### **FORMS**

Form BPC-002, Residential Plan Checklist

### **PROCEDURE**

#### **I. Definitions:**

- A. **Minor Remodels:** Minor remodels are defined as projects which do not involve structural changes to the dwelling, relocation of walls (bearing or non-bearing), additional square footage or modifications to exterior walls (including new windows or doors). Generally they are limited to permits which only involve simple plumbing and electrical modifications associated with a minor project such as a kitchen or bathroom remodel.
- B. **Major Remodels:** Major remodels include any application which exceeds the guidelines above for minor remodels. These also include installation of skylights where the width of the skylight is greater than the spacing of roof supports.

#### **II. Processing of Applications**

- A. All remodeling applications are subject to the typical clearance procedures by the various sections of the department including Code Enforcement, Project Review and Well and Septic. All applications must include a floor plan, a complete description of the scope of work and an estimate of the value of the work.
- B. Upon submittal of a remodeling application, the Permit Specialist shall determine whether the project is a major remodeling or a minor remodeling. Any question as to whether or not the application is a minor remodeling or major remodeling should be addressed by Plan

Check staff.

- C. Minor remodeling applications may be processed as “A” type permits by the Permit Specialists. Plans are not required other than a floor plan showing the work proposed.
- D. Major remodeling applications require the submission of complete plans in accordance with the residential plan check checklist. All plans shall be referred to the Plan Check staff for review. Simple plans may be reviewed at the Plan Check cubicle at the time of submission, more complex plans will be reviewed as “quick checks”. Some plans may require engineering review based upon non-conventional construction, expansive soils, steep topography or other issues. The value of the work must be confirmed using Marshall Swift or a contractor’s estimate.

### III. Inspection

Building inspectors should be careful to determine the scope of work occurring during the inspection process. If the construction exceeds the scope of the permit, the applicant shall be directed to modify the building permit. The correction notice shall clearly state the type of work that has exceeded the scope of the permit so that the applicant and front counter staff are aware of what permit modifications are needed to bring the work into compliance. The correction notice should also give a clear period of time in which to bring the permits into compliance. The property owner should bring the correction notice to the PRMD office when obtaining revised permits for the work performed. Any change to the permit which affects clearances by other sections shall be routed to appropriate cubicles before the modifications to the building permit are approved.

If the work performed grossly exceeds the scope of the permit that was obtained, a stop work order may be appropriate. Any questions as to the appropriateness of posting a stop work order should be referred to the Building Inspection Supervisor. If the permittee does not respond to the correction notice or the stop work order, a referral shall be made to Code Enforcement for further action per policy number 7-0-1.

Approved by:

/s/ Chris Arnold

**Chris Arnold, Director**

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