



Over-the-counter Permit for Single Family Remodel

Over-the-counter building permits may be issued for single-family nonstructural work that does not increase the area or height of an existing building.

Projects that require the removal or relocation of bearing walls or structural members, increase the loading on walls, beams or footings, or create an accessory dwelling unit are considered outside the scope of over-the-counter building permits.

The permit can include mechanical, electrical and/or plumbing work when a Supplemental Building Permit Application is submitted with a Residential Building Permit Application. Some examples of projects that qualify include:

- Converting an unfinished basement into living or sleeping space(s).
- Remodeling a kitchen or bathroom.
- Increasing a room size by removing nonbearing walls.
- Repairing (not replacing) an existing deck or porch (e.g. guardrail, handrail, stairs or deck boards).
- Remodeling one privately owned non-sprinkled condominium unit that does not affect existing fire resistance rated assemblies. (Note: Initial construction requires plan review.)
- Roof replacement or re-roofing where roof sheathing is replaced or altered. Answer the following questions:
 1. What is the existing roofing material?
 - ☐ Asphalt Shingle
 - ☐ Clay, Cement or Slate
 - ☐ Copper
 - ☐ Factory-coated Metal Roof Panels – maximum 3 lbs. per sq. ft.
 - ☐ Single Ply (PVC membrane)
 - ☐ Torchdown/Hotmop
 - ☐ Wood Shake
 - ☐ Wood Shingle

2. What is the new roofing material?

- ☐ Asphalt Shingle
- ☐ Copper
- ☐ Factory-coated Metal Roof Panels – maximum 3 lbs. per sq. ft.
- ☐ Single Ply (PVC membrane)
- ☐ Torchdown/Hotmop
- ☐ Wood Shake
- ☐ Wood Shingle

3. What is the existing rafter/truss spacing? ☐ 16 inches on center ☐ 24 inches on center

4. What is the thickness of the new roof sheathing material? ☐ 7/16 inch ☐ 1/2 inch

Inspections are required for over-the-counter permits.

If, after reading the examples shown above, you determine that your project qualifies for an over-the-counter building permit, please be aware that inspections are required:

- before starting any work – to discuss the project and code issues, a preconstruction meeting is required.
- before any non-structural concrete is poured (Note: any structural concrete requires plan review).
- before any framing or insulation is covered.
- after the work is completed.

Plans may be required.

If the field inspector determines that your project exceeds the scope of an over-the-counter permit, you will be required to submit plans for review. This will require a change of permit type with a new permit being issued after plan review is complete. Plan review may involve a three-week turnaround time, and a plan review fee will be accessed.

My proposed project qualifies for an over-the-counter building permit.

Signature of owner or owner's authorized agent

Date