

Required Documents for Residential Permits

Permit Types

1. New Home
2. Addition
3. Basement Finish
4. Remodel
5. Decks over 30 inches
6. Accessory Structure
7. Pool / Spa
8. Re-Roof
9. Electrical
10. Plumbing
11. Heating & Cooling
12. Sanitary Sewer
13. Demolition

New Residential

1. Completed Permit Application.
2. Hamilton Southeastern Utilities Sewer Permit, or well and/or septic permit for Hamilton County health department. (if applicable)
3. Energy Certificate – if performance compliance.
4. 2 Site Plans Showing:
 - a. Property lines on all sides.
 - b. Size and location of proposed structures & all existing structures.
 - c. Location of right of way and utility easements (where applicable).
 - d. Subdivision, lot number and street address.
 - e. If not platted, distance to nearest intersection from driveway.
 - f. Locations where utility connections will be made.
5. 1 PDF and 1 paper Blueprint showing:
 - a. All four (4) elevations.
 - b. Foundation plan.
 - c. Manufactured truss drawings.
 - d. Total square footage of each floor, basement, garage, covered porch, screen porch and decks.
 - e. Floor plan of each floor showing window and door locations.
 - f. Cross section of structure showing footing through shingles indicating:
 - i. Size and thickness of all members used in construction.
 - ii. R-values of all insulation
6. Model homes with sales office must submit Temporary use permit
 - a. Parking lot layout, driveways and curb cuts.
 - b. Location(s) of proposed sign(s).

Addition

1. Completed Permit Application.
2. Plot/Site Plan Showing location of proposed addition & all existing structures.
3. 2 - Set of plans showing details of addition including but not limited to foundation, framing, window & door locations, exterior coverings and elevation drawings for all sides.
4. Letter of scope of work.

Basement Finish

1. Completed Permit Application.
2. 2 - Detailed floor plans including use for each room in basement also window well detail and door locations if applicable.
3. Letter of scope of work.

Remodel

1. Completed Permit Application.
2. 2 - Detailed floor plan of existing structure identifying use for each room, as well as proposed remodeled floor plan identifying use for each room and any intended electrical, mechanical or plumbing upgrades to existing structure.
3. Letter of scope of work.

Deck

1. Completed Permit Application.
2. Plot/Site Plan Showing location of proposed deck & all existing structures.
3. 2 - Set of plans showing details of deck including but not limited to foundation, framing, guardrails, stairs, and elevation drawings for all sides.
4. Letter of scope of work.

Accessory Structure

1. Completed Permit Application.
2. Plot/Site Plan showing location of proposed accessory structure and all existing structures.
3. 2 - Set of Elevation drawings required for all sides of proposed accessory structures. Accessory structures 200 square feet or more must include detailed plans including but not limited to foundation, framing, window & door locations, exterior coverings, and all applicable mechanicals.
4. Letter of scope of work.

Pool/Spa

1. Completed Permit Application.
2. Plot/Site Plan showing location of proposed pool or spa and all existing structures.
3. 2 - Set of construction plans including cross section of pool, pool bonding location, and type of safety barrier protecting pool.
4. Letter of scope of work.

Re-Roof, Electrical, Plumbing, Heating & Cooling, Sanitary Sewer Repair

1. Completed Permit Application.
2. Letter of scope of work.

Demolition

1. Completed Permit Application.
2. Plot/Site Plan or Aerial showing all existing structures.
3. Written statement from property owner authorizing demolition to property.
4. Written statement from property owner that utilities have been disconnected.
5. Letter of scope of work.