

Permit type Description

If you are uncertain what permit type to select, please contact our office before you begin permitting.

Not every permit type is listed as some are self-explanatory.

Alarms- Fire and Burglar

Aluminum Structures- Screen Enclosures (if the screen enclosure is around a pool, then use the POOL ENCLOSURE permit type, it is a lower rate discounted in conjunction with the pool.

Screen ROOMS, with metal construction. If construction is other than aluminum, then it would be a Residential Addition permit type. (wood construction, etc)

Amusement/Social/Recreation- New construction of theaters, auditoriums, YMCA buildings (no beds), bowling alleys, radio and TV studios, athletic and social clubs, arenas and skating rinks.

Build out- Interior construction of a commercial unit (for the first time).

Change of Use- No Alteration- Change in Occupancy use (example Retail to Restaurant) with NO alterations

Change of Use with Alteration (same as above only with alterations)

Churches/Religious Building- New Construction of churches, synagogues, temples, and parish halls, etc.

Commercial Pools- used by the public not for Private use

Concrete/Driveway/Patio-Concrete only on grade (no footers)

Demolition- Demolish Buildings both residential and commercial.

Electrical-new service, generators, etc.

Fence- (do not use this for retaining walls or subdivision walls made of concrete or similar)

Five or More Family Bldg.- New Construction of buildings containing five or more housing units

Greenhouse Buildings- New construction of Greenhouse structure

Hospitals/Institution- New construction of hospitals, convalescent homes, clinics, orphanages, rest homes and sanatoriums.

Hotel/Motel- New construction of hotels, tourist cabins, motels and apartment hotels

Industrial Buildings- New construction of plants producing, processing or assembling goods and materials, such as factories, machine shops, paper mills, beverage plants, manufacturing plants and printing plants.

Marine Structures- New construction and repairs to: Docks, Seawalls, etc. (boathouses are under OTHER NON RESIDENTIAL BUILDINGS)

Mechanical- Ac change outs, etc.

Mechanical Hood Systems

Mixed Use- New construction of building containing various uses, such as, Office Buildings with other structures such a living quarters, etc.

Mobile Home Setup- New placement of a mobile home or construction trailer

Non Residential and Non Housekeeping- Additions or alteration and conversions to non-residential buildings. (Commercial renovations to existing units)

Offices/Banks/Professional- New Construction only of offices, professional buildings, administrative buildings, banks, financial institutions and medical office buildings.

Other Non-Housekeeping Shelter- New Construction of buildings such as clubs with bedrooms, rooming houses, boarding houses, dormitories, fraternity houses and sorority houses.

Other Non-Residential Buildings-New construction of Sheds, barns, dog pounds, storage garages, jails, boathouses, silos, post offices, animal hospitals reformatories.

Photovoltaic

Plumbing:

Public Works/Utilities- Includes New construction of building providing public services such as transportation, water supply, heat, communication, power and sewage disposal.

Residential Alterations- Includes alterations to Single Family or Two Family Dwellings such as Window/Door replacements or other interior alterations such as removing walls.

Residential Additions- Include new construction or addition to an existing SFR or Two Family Dwelling by adding additional square footage.

Schools/Educational- New construction of schools, libraries, academies, universities, museums and observatories

Service Station/Repairs-New Construction of service stations and repair garages.

Signs- Wall signs or monuments signs for commercial use.

Single Family Detached- Stand alone, no other units attached.

Single Family Attached- more than one unit, example: townhomes (each townhome must be permitted separately and are fee simple)

Single Family Attached (PP) select this if you are a Private Provider

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Special Event Permit-For events held on private property only (contact our Parks and Rec Department for Special Events on City Property)

Stores/Customer Service- New construction of Stores, restaurants, beauty shops, malls, taverns, auto showrooms, laundromats, warehouses, markets and kennels.

Structures other than Building-Includes Non-building recreational facility construction and harbor and port facility constructions such as parks, outdoor stadiums, outdoor theaters, boardwalks, wharves, **retaining walls**, tennis courts, bath houses, canopies and awnings.

Retaining Walls less than 3 ft in heights still require a permit, however do not require engineered plans unless they are over 3 ft in height.

Tent permit- required if tent is over 900 square feet

Three/Four Family Building-New construction buildings containing three or four housing units

Two Family Building- New construction of buildings containing two housing units