



RESIDENTIAL ATTIC FINISH Permit Submittal Information

Required documents:

1. Completed and signed Building Permit application with Email addresses.
2. Provide a site plan **to scale** indicating the residential building's location on the property and the distances from all property boundaries.
3. 2 Sets of Building plans **to scale** that illustrate the scope of work, method, and materials of construction.
 - a. **Construction Plan Review** – Information Required
 - i. Provide a plan illustrating the existing / new attic, and any demolition work.
 - ii. Provide the following on the plans:
 1. Square footage of the attic
 2. Construction material used to finish the attic (wood, steel)
 3. Concise detail for the stair construction, if applicable
 4. Provide the intended use of each room created in the attic finish.
 5. Provide a foundation plan illustrating width, depth, and type.
 - iii. Provide a floor plan **to scale** that illustrates the any new doors, walls windows, etc.
 - iv. If the attic roof framing is to be modified, a detail-framing plan must be provided.
 - v. If engineering is necessary for structural elements, then the Express Line cannot process the project.
 - b. **Zoning** – Information Required
 - i. Provide the floor area ratio (FAR) of the primary structure, that includes the attic level.
 - ii. If the roof framing is altered, such as dormers, then the Express Lane cannot process the project.

Submit to:

1. Zoning
2. Building

Required approvals:

1. Zoning
2. Building
3. Electrical, if applicable

Required Inspections:

1. Footing – Building, if applicable
2. Rough – Electrical
3. Rough-in framing – Building, if applicable
4. Final – Electrical
5. Final – Building

Permits required.

1. Electrical
2. Building
3. Mechanical
4. Plumbing, if applicable