



Department of Land Use

WHEN IS A BUILDING PERMIT REQUIRED?

RESIDENTIAL

Building Permits Required For:

- New Homes
- Additions
- Porches (open or enclosed)
- Decks (every deck requires a permit)
- Garages
- Sheds (over 200 square feet)
- Swimming Pools (above ground and in-ground)
- Fireplaces (masonry or factory-built)
- Altering existing spaces or rooms (including basement area)
- Dormers
- Structural repairs or alterations
- Re-roofing that involves 25% or more replacement of sheathing

Building Permits Not Required For:

- Siding
- Re-roofing (without 25% or more replacement of sheathing)
- Replacement windows/doors without adding structural framing / using existing opening
- Replacement of kitchen cabinets
- Fences
- Sidewalks and driveways (New driveway entrances may require DeIDOT permit)
- Satellite antennas
- Patios/Concrete Slabs (However, if the concrete installed will be used as a foundation for a porch, sunroom, etc. in the future, then a footing [32" deep x 12" wide] should be included in your concrete pour. Be advised that you will be required to reveal this footing or supply documentation [photographs] at the time of the inspections on the future construction.)

NON-RESIDENTIAL

Building Permits Required For:

- Construction of new buildings and/or additions
- Renovations of existing buildings
- Construction of demising or separation walls
- Tenant fit-outs
- Any structural alteration or repair to a building

PLUMBING AND MECHANICAL

Permits Required For:

All new installation of plumbing fixtures, waste or water piping.
Installation of water conditioning systems.
Installation or replacement of sewer laterals or water service lines.
Installation of new and replacement water heaters, heating and A/C equipment.
Conversion of fuel types for heating appliances (i.e. oil to gas conversion)
Installation of gas logs, gas fireplaces and space heaters and associated gas piping
Installation of gas piping for dryers, stoves, pool heaters, etc.

Permits Not Required For:

Repair or replacement of existing plumbing fixtures (sinks, faucets, toilets, etc.)
Servicing and cleaning of heating and air conditioning equipment
Sewer or drain cleaning

OTHER TYPES OF PERMITS

Permits Required For:

Demolition: When removing any permanent structure on the property

Signs: Whenever a new sign is erected (NOT required for sign re-facing)

Going Out Of Business Sale: If merchandise is being liquidated at prices below normal.

Temporary Special Event: Issued for fairs, carnivals and circuses involving tents, rides, food and/or beverages.

Temporary Miscellaneous Sales: Issued for sale of Easter flowers, Mother's Day flowers, Christmas trees, etc. Temporary Miscellaneous Sales Permits are good for a maximum of 45 days.

Although this list is as comprehensive as possible, it is not intended, and should not be considered, to be all inclusive. If you have a question as to whether or not a permit is required, please call the Land Use Department at 302-395-5400.