

## REMODEL, RENOVATION, AND ADDITION GUIDELINES

1. Do I need a reno permit? If you are changing the floorplan, replacing structural components, or opening walls (if I can see your framing,) you need a permit. You do not need a permit to add cabinets, paint walls, or change the floor coverings.
2. Do I need an electrical permit? If you are updating or adding wiring behind the walls, you need a permit. You do not need a permit to change light fixtures, update cover plates, or install ceiling fans.
3. Do I need a plumbing permit? If you are updating or adding plumbing behind walls, you will need a permit. You do not need a permit to replace an existing toilet, sink, or bathtub.
4. Do I need a mechanical permit? If you are replacing your HVAC system or adding ventilation behind walls, you need a permit. You do not need a permit to replace register vents.
5. Can I get a permit to remodel, renovate, or add on to a mobile home? No. Mobile homes are covered under the Federal HUD codes and are inspected prior to being placed. Alterations to an existing mobile home would invalidate HUD certification.
6. What do I need to submit to get a reno permit?
  - a. The attached application
  - b. Proof of ownership or approval from owner
  - c. Septic re-evaluation, if applicable
    - Please check with Environmental Health if you are adding bedrooms or bathrooms
  - d. Current floorplan
  - e. New floorplan
7. Do I need to hire a licensed contractor? You may apply for a homeowner's permit upon request by signing a homeowner affidavit. If you are not planning to live in the home, you will need a licensed contractor.



# RESIDENTIAL RENOVATIONS APPLICATION

Permit # \_\_\_\_\_

Map/Parcel \_\_\_\_\_

Acreage \_\_\_\_\_

Property Owner \_\_\_\_\_ Phone # \_\_\_\_\_

Construction Address \_\_\_\_\_

Applicant (if different) \_\_\_\_\_ Phone # \_\_\_\_\_

General Contractor \_\_\_\_\_ Phone # \_\_\_\_\_

State License Number \_\_\_\_\_ Exp. \_\_\_\_\_

Email Address \_\_\_\_\_

## Remodel/Renovation/Addition Information

Foundation Type (Circle One):          Slab          Crawl Space          Basement

# Existing Bedrooms \_\_\_\_\_ # Additional Bedrooms \_\_\_\_\_

# Existing Bathrooms \_\_\_\_\_ # Additional Bathrooms \_\_\_\_\_

Current sq. ft. \_\_\_\_\_

Projected sq. ft. \_\_\_\_\_

Estimated Cost of Project \_\_\_\_\_

*Application is hereby made according to the laws and resolutions of Banks County to perform the above listed work. If a permit is issued, I agree to conform to all laws and resolutions regulating the same. By my signature below, I certify that the application and any attached data is correct. I certify that I have read and understand the Residential Guidelines provided to me by the Planning and Zoning Department. I understand that permits are issued on Good Faith that the construction of the residence shall be in compliance with all local, state, and international codes. Banks County has the right to revoke or suspend permits in the event that structure is found to be non-compliant.*

\_\_\_\_\_  
Property Owner or Applicant

\_\_\_\_\_  
Date

Description of Project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Sketch Existing Floorplan:

Sketch Modified Floorplan:

# ELECTRICAL, PLUMBING, HVAC SUB-CONTRACTORS

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Master Permit # \_\_\_\_\_

## Electrical Contractor

Business Name \_\_\_\_\_ Phone # \_\_\_\_\_

Primary Contact \_\_\_\_\_ Phone # \_\_\_\_\_

State License Number \_\_\_\_\_ Exp. \_\_\_\_\_

## Plumbing Contractor

Business Name \_\_\_\_\_ Phone # \_\_\_\_\_

Primary Contact \_\_\_\_\_ Phone # \_\_\_\_\_

State License Number \_\_\_\_\_ Exp. \_\_\_\_\_

## Mechanical Contractor

Business Name \_\_\_\_\_ Phone # \_\_\_\_\_

Primary Contact \_\_\_\_\_ Phone # \_\_\_\_\_

State License Number \_\_\_\_\_ Exp. \_\_\_\_\_