

## INSTRUCTIONS: ALTERATION TO A BUILDING APPLICATION

**All drawings must be submitted in ink. Pencil drawings will not be accepted.**

### Submission Requirements

A completed Alteration Building package which includes:

- 1. A Residential Building Permit Application**
- 2. A PLAN DRAWING** of the proposed work with the following information:
  - a. Room Dimensions
  - b. Room Use
  - c. Construction Details

**Please Note:** You are only applying for a Building Alteration Permit. You **may** also need the following permits:

- a. Electrical Permit
- b. Plumbing Permit
- c. Gas Permit

### Inspection Requirements:

By law, we must inspect the construction work at various stages:

1. Building
  - a. Framing, after all sub-trade “rough-in” work is completed, but BEFORE drywall is installed.
  - b. After all work is complete (final inspection).
2. Electrical
  - a. After all “rough-in” work is completed, but BEFORE drywall is installed.
  - b. After all work is complete.
3. Plumbing
  - a. After all stacks and ground work is completed, but BEFORE drywall is installed
  - b. After all work is complete.
4. Gas
  - a. After all “rough-in” work is completed, but BEFORE drywall is installed.
  - b. After all work is complete.