

Interior Remodel Permit Guide Sheet

- ✓ Building Permit Documents
- ✓ Construction Plans



PURPOSE: *FOR INTERIOR REMODEL OF EXISTING STRUCTURES ONLY*

Required Building Permit Administrative Documents:

- Completed General Building Permit Application
- This completed checklist.
- Contractors' license (required for all projects with a contract value of greater than \$25,000. Contractors must have license for amount of value of the proposal)
- Certificate of Insurance (Liability and Workers Compensation) with the City of Forest Hills listed as additional insured.
- Signed Construction Activity Policy
- Signed Parking Policy Agreement
- Site Plan indicating any proposed work within the public Right-of-Way
- Temporary Traffic Control Plan (traffic interruption & off-street parking for all contractor vehicles)

Optional Administrative Document:

- Construction Sign Permit (\$25.00 fee)

- **Plans shall be submitted on paper between the sizes of 11x17 or 24x36 only.**
- Plans submitted on larger or smaller sized paper will be returned without review. ****

Construction Plan Checklist:

- Foundation
- Floor Framing Plan
- Roof Framing Plan
- Cross Wall Section
- Floor Plan (with dimensions)
- Exterior Elevations
- Front elevations (from average natural grade)