

Residential Alteration Application Checklist

- What work will be performed?

- Will there be a change of use?

- Submit 2 copies of floor plans showing dimensions of existing and proposed layout. Include all mechanical, electrical, and plumbing plans.

- Will there be any window or door replacements (change in size or location)? If yes, submit structural information and size. If bedroom windows, are they rated to meet emergency escape and rescue openings size and operation?

- Are you adding any dwelling units to the existing floor area?

- Yes
- No

- If increasing the number of bedrooms, has Sewage Enforcement Office (SEO) evaluation been completed?

- Is the property located in the floodplain? (Additional information may be required)

- Yes
- No