



WHAT TYPE OF PERMIT(S) ARE REQUIRED?

The following information is a brief overview. It is always advisable to contact the Code Official and the Zoning Officer to confirm permitting requirements prior to proceeding with your project.
ALL COMMERCIAL PROJECTS/PROPERTIES: This includes all properties other than one or two family dwellings. Please contact the Code Official and Zoning Officer for guidance before proceeding with any project.

ZP: Zoning Permit BP: Building Permit

1. **DECKS with no ROOF (Residential)**
 - a. 30" or less at the highest point of the deck walking surface measured from the adjacent grade, **not** located at the main exit door **and** without a roof: **ZP**
 - b. Over 30" at the highest point of the deck walking surface measured from the adjacent grade or if the deck is located at the main exit door: **ZP and BP**
 - c. Replacing an existing deck requires permits as specified in a and b above.
2. **PORCHES or DECKS WITH A ROOF; RAMPS; STAIRS; ENCLOSING AN EXISTING DECK, PORCH or PATIO (Residential)**
 - a. **ZP and BP** regardless of the height of the walking surface.
3. **SHEDS and DETACHED GARAGES (Residential)**
 - a. Under 1,000 square feet of total floor area and located on the same lot as a single family dwelling: **ZP**
 - b. 1,000 square feet of total floor area or larger: **ZP and BP**
4. **FENCES (Residential)**
 - a. Fences over 3 feet high and up to 6 feet high: **ZP**
 - b. Fences higher than 6 feet: **ZP and BP**
5. **RETAINING WALLS (Residential)**
 - a. Retaining walls over 3 feet high and up to 4 feet high measured from the adjacent grade: **ZP**
 - b. Retaining walls higher than 4' at any point measured from the adjacent grade: **ZP and BP**
6. **SWIMMING POOLS, HOT TUBS OR SPAS (Residential- Indoor or Outdoor)**
 - a. **ALL** swimming pools that are capable of holding 24" or more of water, Hot tubs and Spas: **ZP and BP** *Barriers (e.g. fence) as required by the International Residential Code must be provided.
7. **ADDITIONS (Residential)**
 - a. Includes all room additions, attached garages and attached carports: **ZP and BP**
8. **ALTERATIONS (Residential)**
 - a. Alterations that involve structural changes or changes to the means of egress: **BP**. A **ZP** may be required, depending upon the scope of work. Please do not proceed with a project of this type without first contacting the code official for guidance.
9. **DEMOLITION of a STRUCTURE: ZP and BP**
10. **HOME BUSINESS OR HOME OCCUPATION: ZP and BP**
11. **NEW HOMES: ZP and BP**

****FEES:** A \$50 application fee is due with all residential Zoning Permit applications. Any additional required zoning fees are due upon issuance of the permit. The building permit fees are separate from the zoning fees and are due upon issuance of the permit.