



RESIDENTIAL KITCHEN / BATHROOM REMODELS

Submittal requirements for kitchen / bathroom remodel shall include:

Building permits for residential kitchen and bathroom remodels may be issued over the counter provided all of the following requirements have been met:

- Scope of work includes kitchen or bathroom remodel ONLY
- No removal or addition of walls (structural or non-structural)

The following information will be required to obtain permits:

- Floor Plan of residence to scale, showing location of kitchen / bathroom remodel
- Both the existing and new layout of kitchen / bathroom
- All elements to be removed as well as all new elements clearly labeled on plan
- Approval from the Planning Division

**Please add the following note on the floor plan: "Scope of work is for interior residential remodel only with the replacement of fixtures and finishes to remain in the same location. No alterations to the floor plan, partition walls, or layout proposed as part of this submittal".*

**Please note that this information is intended for remodels for which the project scope is a kitchen or bathroom remodel ONLY and no other work in the dwelling unit is to be performed.*

*Permits may only be obtained by a state licensed contractor or the property owner. Authorized agents for either the contractor or owner must provide a notarized letter authorizing the individual to obtain permits on their behalf.

*For Condominiums: A formal letter from the Homeowner's Association indicating that they are aware of the work to be performed and referencing the scope of work is required in order to obtain permits.