



Residential Remodel/Addition

*Review the **Residential Build Information** for any additional requirements or instructions.

What is an Addition – Any construction work done to the main building that results in the addition of square footage to the footprint of the house. Additions could be carports, covered patios, sunrooms, bedrooms or any other room enclosed or open that is attached to the main structure.

What is a Remodel – Any interior or exterior construction work to the main structure such as moving walls, replacing windows, any major electrical, plumbing, and/or mechanical work.

Permit Submittals

Residential Addition	Residential Remodel
Residential Permit Application	Residential Permit Application
Proof of Ownership	Proof of Ownership
(2) Simplified Prescriptive Approval. (International Energy Conservation Code)	(2) If installing new windows as part of the remodel, Simplified Prescriptive Approval. (International Energy Conservation Code)
(2) Sets of floor plans to include all Electrical, Mechanical and Plumbing. For additions, include floor plan of existing structure.	(2) Sets of plans to include all Electrical, Mechanical and Plumbing, if applicable.
(2) Site plan showing distance from addition to property lines and other structures and showing all easements and existing structures on property. Filed plat may be required.	N/A
(2) Foundation and Roofing plans - engineered	N/A
Payment of permit fees	Payment of permit fees



Miscellaneous Permits

Detached Carports, RV covers, Generators, Window Replacement and Fences

1. Permit Application and payment of fees
2. (1) Site plan showing distance from property lines and house (Fences- location of fence, height, and fence material)
3. Brochure of proposed produce (structural plans if built on-site)
4. Contractor registration (if applicable)

Irrigation sprinklers

1. Permit Application and payment of fees
2. (1) Site plan on a copy of survey with property lines, showing buildings and location of lines.
3. Contractor registration

Private Swimming Pools

1. Permit Application and payment of fees
2. (2) Site plans showing location of pool and distance from property lines and house.
3. Layout of pool to include depth and stamped approved by *local utility service company or DIG TESS Number*.
4. BV will stamp one site plan "city" and one "contractor" and return to City for issuance.
5. Contractor registration

Accessory Buildings – may require plan review (2) sets of plans depending on project type

1. Permit Application and payment of fees
2. (1) Site plan showing location of accessory building and distance from property lines and house.
3. Structural plans if built on site, brochure of proposed building if prebuilt.
4. BV will stamp one site plan "city" and one "contractor" and for issuance.
5. Contractor registration (if applicable)

Miscellaneous Mechanical, Electrical, and Plumbing permits – Miscellaneous MEP and IRRIGATION permits are \$100.00 and are required for services performed by a licensed contractor.

City of Roman Forest

Permit # _____

Residential Permit Application

Project Address: _____

Section: _____ Block: _____ Lot: _____ Property in Floodplain? Yes or No

Project Description : _____ **Valuation \$** _____ **Zoning:** _____

NEW BUILD (SFR) _____	ELECTRICAL _____	MISC. PROJECT _____
SFR REMODEL/ADDITION _____	MECHANICAL _____	SWIMMING POOL/SPA _____
ACCESSORY BUILDING _____	PLUMBING _____	FENCE _____

SPECIFY OTHER: _____

DESCRIPTION OF WORK: _____

AREA SQUARE FOOT CALCULATIONS (required for NEW HOME BUILDS)

LIVING: _____ GARAGE: _____ PORCH/PATIO: _____ TOTAL: _____ # OF STORIES: _____

Property Owner Information:

NAME: _____ CELL PHONE: _____
EMAIL: _____ ALT. PHONE # _____

CONTRACTOR INFORMATION

GENERAL: _____	Phone# _____	LICENSE # _____
ELECTRICAL: _____	Phone# _____	LICENSE # _____
MECHANICAL _____	Phone# _____	LICENSE # _____
PLUMBER / IRRIGATION: _____	Phone# _____	LICENSE # _____

A permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced.

****All permits require final inspection.**

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

SIGNATURE OF APPLICANT: _____ DATE: _____

BUREAU VERITAS OFFICE USE ONLY: _____ **BV PROJECT #** _____

APPROVED BY: _____ **Date Approved:** _____



Chris Parr
Mayor

Inspections/Permits/Fees

Administrative Fee	\$ 75.00
Logging Permit	\$ 250.00
Logging Deposit- Refundable	\$ 2,000.00
Culvert - Temporary and Permanent Permit	\$ 100.00
Driveway Permit	\$ 100.00
Building Plan Review Fee	Per Square Foot Table
New Home/Commercial Construction Impact Fee	\$ 750.00
T-Pole/Saw Pole Permit	\$ 100.00
Electrical Permit	\$ 100.00
Plumbing Permit	\$ 100.00
HVAC/Mechanical Permit	\$ 100.00
Certificate of Occupancy	\$ 75.00
Certificate of Occupancy Deposit- Refundable	\$ 500.00
Addition or Remodel Construction Impact Fee	\$ 250.00
Miscellaneous Permit	\$ 100.00
Parking & Paved Area	Per Schedule
Sidewalk	Per Schedule
Pool Plan Review Fee	Per Valuation Table
Yard Sprinkler/Irrigation Permit	\$ 100.00
Re-Inspection Fee	\$ 100.00
Special Requested Inspections	\$ 160.00

** Permit Fees are doubled when issued after-the-fact

***Each inspection over the normal number of required inspections will be charged \$100.00.