



Permit Applications – Information Needed

Inspectional services division

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Permit Type	Information Needed
Addition/Remodel	Drawings that fully illustrate all changes to be made. If remove/replace fixtures, a written proposal is acceptable. 2 sets for in-house review. 5 sets if FSCI only, 6 sets if FSCI/Bloomingtondale.
Deck	Plat, fully detailed drawings of how deck will be constructed. Include footing locations and sizes, structural sizes and locations/spacing, railing details, connection details.
Demolition	Drawings that fully illustrate what will be demolished.
Driveway / Flatwork	Plat. Outline area of work in red. Write dimensions and any size changes or write "remove and replace" if no size change.
Electrical	Written proposal if remove/replace or upgrade. If changing locations, include drawings.
Fence	Plat. Trace area of work in red. Indicate new or replace.
Fire Alarm / Sprinkler	Drawings that fully illustrate all changes to be made. Cut sheets for equipment. 5 sets if FSCI only, 6 sets if FSCI/Bloomingtondale.
Hood / Ansul System	Drawings that fully illustrate all changes to be made. Cut sheets for equipment. 5 sets if FSCI only, 6 sets if FSCI/Bloomingtondale.
Mechanical	Cut sheets for the equipment if remove/replace. If AC condenser, indicate the location on a plat or aerial map. If changes to the system, include drawings.
Plumbing	Written proposal if remove/replace or repair. Provide location if known for repairing domestic service. Any changes to the system or addition of fixtures, provide drawings and fixture calculations.
Roof (Commercial)	Provide written proposal. Specify if roof replace, roof recover, or roof repair. If roof replace, provide insulation proposal or verification of existing insulation in compliance with the energy code.
Sewer	Written proposal if remove/replace or repair with location, if known.
Shed	Plat. Draw shed location in red with dimensions. Show dimensions from shed to lot lines. Provide manufacturers specifications on shed construction or provide drawings if custom that detail how shed will be constructed. Indicate if shed will sit on foundation or grade. Indicate how shed will be anchored to the foundation or grade (anchor bolts for foundation, earth anchors for grade – indicate where the anchor points are along the perimeter of the shed).
Sign	Provide drawings of sign showing dimensions, where sign will be located on property, and location of disconnect switch if the sign is electrical. If wall mount sign, provide detail of how sign will be connected to building. If monument sign, provide foundation drawings. Provide UL number for electrical signs.
Stoop	Plat showing location of stoop with dimensions. Provide basic drawing showing heights of proposed risers and depths of proposed treads.
Solar Panels	Plat of survey showing location of proposed panels. Provide pictures of existing roof and structure. Provide structural calculations showing the ability of the existing structure to support the proposed panels. Provide equipment cut sheets and electrical diagrams.
Swimming Pool	Plat. Draw pool location with dimensions in red. Show dimensions from pool to lot lines. Draw electrical service lines in red. Indicate any existing barriers or complete a separate fence permit if barriers are to be added. Provide information about the pool – in ground, on ground. Construction of the pool. Pool equipment (pump).
Temporary Tent	Site plan showing location of tent. Details of how tent will be anchored to the ground. Interior layout of tent showing aisle widths and exit locations. Provide a flame spread certification from the manufacturer.
Window/Door	Location (which room), size, type (double hung, slider, casement), U-factor.