

## QUALIFICATION SHEET

### Over-the-Counter Permit for Single-Family Remodel / Repair

10/11/2011

#### Many projects qualify for over-the-counter building permits.

Over-the-counter building permits may be issued for single-family nonstructural work that does not increase the area or height of an existing building. Projects that require the removal/relocation of bearing walls or structural members, increase the loading on walls or beams, or create an accessory living unit are considered outside the scope of over-the-counter building permits. The permit can include mechanical, electrical, and/or plumbing work when a [Supplemental Building Permit Application](#) is submitted with a [Residential Building Permit Application](#). Some examples of projects that would qualify include:

- Converting an unfinished basement into living or sleeping space(s).
- Remodeling a kitchen or bathroom.
- Increasing a room size by removing nonbearing walls.
- Repairing (not replacing) an existing deck or porch (i.e., guardrail, handrail, stairs, or deck boards).
- Remodeling one condominium unit privately owned. (Note: Initial construction requires plan review.)
- Re-Roof Replacement - when roof sheathing is being replaced or altered. Answer the following questions:
  - (1) What is the existing roofing material?
    - Asphalt Shingle
    - Clay, Cement or Slate
    - Copper
    - Factory-coated Metal Roof Panels - maximum weight 3 pounds per sq. ft.
    - Single Ply (PVC membrane)
    - Torchdown / Hotmop
    - Wood Shake
    - Wood Shingle
  - (2) What is the new roofing material?
    - Asphalt Shingle
    - Copper
    - Factory-coated Metal Roof Panels - maximum weight 3 pounds per sq. ft.
    - Single Ply (PVC membrane)
    - Torchdown / Hotmop
    - Wood Shake
    - Wood Shingle
  - (3) What is the existing rafter / truss spacing?  16 inches on center     24 inches on center
  - (4) What is the thickness of the new roof sheathing material? (plywood or OSB)  ½ inch     7/16 inch or greater

#### Inspections are required for over-the-counter permits.

If, after reading the examples shown above, you determine that your project qualifies for an over-the-counter building permit, please be aware that inspections are required:

- (1) before starting any work--to discuss the project and code issues, a **pre-construction meeting** is required, and
- (2) before any concrete is poured, and
- (3) before any framing or insulation is covered, and
- (4) after the work is completed.

#### Plans may be required.

If the field inspector determines that your project exceeds the scope of an over-the-counter permit, you will be required to submit plans for review. Plan review may involve a three-week turnaround time, and a plan review fee will be assessed.

*My proposed project qualifies for an over-the-counter building permit.*

\_\_\_\_\_  
Owner or Owner's Authorized Agent

\_\_\_\_\_  
Date