



Do's and Don'ts of Permitting

Common Questions We Get All The Time

The DO's

- Sign In at the Kiosk when visiting in person.
- Have your contractor ID number ready. You will always be asked for the contractor ID number. Please be ready.
- Have your permit number or the address ready when you call.
- If you are leaving a voicemail, be sure to include the permit number or the address in the message along with your name and number. This will allow us to pull up your project before we even call you back.
- Make sure you are on the authorized associates list for that contractor if trying to do any work on the contractor's license. Authorized associates can be added by the license holder on the contractor dashboard
- Know the total valuation for the job
- Let the front counter specialist know if you will be selecting affidavit or 100% valuation for the County Use Tax
- Have a method of payment ready. Payment is required to get a permit. We take cash, check, or credit card (Visa, Mastercard, Discover, & American Express)
- If your project requires plans, have the plan number ready when you go to pull the permit.
- Use your contractor dashboard. It is loaded with info and tools that can make your life easier, particularly the bubble notifications.
- Pay attention to the bubbles. They are warnings to help you avoid missing important deadlines.

The DON'Ts

- Don't just walk back to plan review. You must have an appointment & sign in at kiosk
- Don't try to get a permit if you don't have a way to pay
- Please don't be on your phone while at the counter
- Don't schedule more than one plan review appointment in a day
- Don't submit incomplete plans. We need to see all plan sheets together.
- Don't create more than one homeowner account for a property. This happens a lot when family members step in to help.
- Don't try to pull a homeowner permit over the phone. If it's a single owner on the property, the homeowner can pull the permit through their homeowner dashboard or in person. If there are multiple people on the title, ALL people named must fill out the homeowner affidavit and the permit must be obtained in person.

Frequently Asked Questions (FAQs)

1. Do you need a permit to remove or modify a non-load bearing wall?
 - Yes. Removing, constructing, or modifying walls (load bearing or not) is considered an interior remodel and requires a plan to be submitted for review. Once plans are approved, the required permit(s) can be obtained.
2. Do you need a permit for concrete flat work like a patio?
 - No. However, you should contact your local zoning authority.
 - If you are paving a new driveway or a sidewalk you will want to contact the public works division of your local municipality.
3. What if I don't remember my contractor ID number? Where do I find it?
 - Your ID is not on the website because its confidential
 - It is on the white ID card that is mailed out
 - If you lost your ID card or forgot the number, contact licensing for help.
4. Where is the form to renew my contractor license?
 - It is emailed to the license holder's email address that we have on file. That email is sent 60 days prior to the license expiration date.
5. Can a renter pull a homeowner permit for a property?
 - No. If the home is a rental, a homeowner permit cannot be obtained. A contractor must be hired to do that work.



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Helpful Handouts and Forms:

1. [Basic Design Information](#)
2. [Deck Handout](#)
3. [Deck Attachment Sheet](#)
4. [Basement Finish Handout](#)
5. [Basement Finish Questionnaire](#)
6. [Detached Accessory Structure Handout](#)
7. [Pole Barns](#)
8. [The Homeowner Process](#)
9. [Carport Handout](#)
10. [Water Heater Handout](#)
11. [2023 Regional Building Code](#)

