



## RESIDENTIAL FAST-TRACK PROCEDURES

(Interior Alteration Only) Additional Fee Applies.

**PURPOSE:** To provide a one business day permit issuance of a residential interior remodel permit.

**PRE-REQUISITES:**

1. General Liability Insurance and Workers' Comp must be approved and on file or the applicant must receive written exempt approval prior to scheduled fast-track appointment.
  2. Cannot be in the floodplain.
  3. Cannot be on septic.
  4. Remodel area cannot be over 3,500 square feet.
  5. Cannot have an open WIN demolition case.
  6. Interior remodel for a single-family house or duplex, not to exceed two stories in height.
- Reviews will be available Monday – Thursday by appointment only from 9am-11 am and 1pm to 3 pm.
  - Fast-Track will be an in-office application process.
  - Desired outcome is to review and issue the permit in one business day.
  - Must include one set of all document requirements as specified in the blue Residential Building Permit Process guide booklet, including, but not limited to, the following:
    1. Application
    2. Building Permit Certification & Affidavit as to Easements, Dedications, & Rights-of-way
    3. Wall Cross Sections.
    4. Detail Sheets, for fireplaces, stairs, beams and/or headers, engineered products such as I joist, Glulam beams, floor and roof trusses, if applicable.
    5. Floor Plans showing existing and proposed construction, total square footages of all areas to be remodeled. All drawings must be drawn to scale with dimensions.