

PLEASE ENSURE YOU ARE CHOOSING THE CORRECT **PERMIT TYPE & SUBTYPE** BEFORE PROCEEDING THROUGH THE ONLINE APPLICATION PROCESS. FAILURE TO DO SO MAY RESULT IN FEES NOT BEING ASSESSED PROPERLY AND A DELAY IN APPLICATION PROCESSING. THANK YOU!

PermitTRAK Type	PermitTRAK Sub Type	Permit Descriptions
Commercial New	<i>New Building</i> <i>New Multi Family</i> <i>New Retaining Wall</i>	Brand new building i.e.: office building, hospital, core and shell Brand new multi-family buildings, i.e. apartment buildings Brand new retaining walls
Commercial	<i>Tenant Finish</i> <i>Telecom</i> <i>Demolition</i> <i>Building</i> <i>Mechanical</i> <i>Electrical</i> <i>Plumbing</i> <i>Reroof</i> <i>Sewer or Water Repair</i> <i>Fire Line Repair</i>	Change in tenant and or first tenant occupying new space Cell Towers and/or equipment Demolishing any part of existing building or structure Current occupant remodel for a commercial property, sign structures over 6' Replacing RTU's, air conditioners, furnaces, HVAC work for a commercial property Updating, changing, adding any electrical work for a commercial property Updating, changing, adding any plumbing work for a commercial property Replacing roof, provide, # of squares, brand, type, color, stories Repairing water or sewer lines outside the building Repairing fire lines
Commercial Trailer	<i>Construction Trailer</i> <i>Sales Trailer</i>	Temporary trailers to be used as construction offices Temporary sales trailers for public
Commercial Solar	<i>No Sub Type</i>	Installing PV Solar System, provide KW
Commercial Sign	<i>Sign</i> <i>Banner</i>	Installing or changing sign., provide type, size, # of faces, and if electrical work is needed Temporary banner sign
Residential New	<i>Single Family Attached</i> <i>Single Family Detached</i>	New single family attached residence New single family detached residence
Residential Counter	<i>Air Conditioner</i> <i>Demolition</i> <i>Evaporative Cooler</i> <i>Furnace</i> <i>Furnace and Air Conditioner</i> <i>Lawn Irrigation System</i> <i>Reroof</i> <i>Siding Replacement</i> <i>Water Heater</i> <i>Window Replacement</i> <i>Sewer or Water Heater Repair</i> <i>Tankless Water Heater</i>	Replacing or installing new, provide AC Tons Provide a plan with utility locations (plumbing, electrical, etc.) Replacing or installing new, provide CFM Replacing or installing new, Provide BTU, efficiency Replacing or installing new provide AC Tons, BTU, Efficiency Installation of back flow preventer, provide model number and type Replacing roof, provide, # of squares, brand, type, color, stories, HOA approval letter if applicable Replacing siding, provide # of squares, brand, type, color, HOA approval letter if applicable Replacing or installing new, provide gallons, btu Replacing like for like, provide # of windows and u factor Repairing water or sewer lines outside the home, private property only Replacing or installing new, provide gallons, btu
Residential Interior	<i>Basement Finish</i> <i>Interior Remodel</i>	Provide detailed plan to scale of basement utilizing Building Guide Provide detailed plan to scale of remodel
Residential Exterior	<i>Deck</i> <i>Patio Cover or Carport</i> <i>Garage</i> <i>Fence</i> <i>Above Ground Pool</i> <i>Spa or Hot Tub</i> <i>Addition</i> <i>Shed or Accessory Structure</i>	Provide detailed plan to scale of deck utilizing Building Guide Provide detailed plan to scale of patio cover or carport utilizing Building Guide Provide detailed plan to scale of garage utilizing Building Guide Provide detailed plot plan and provide fencing height, placement, and material Provide detailed plan to scale of aboveground pool (in ground pools are Residential Building permits Provide manufacture's information Provide detailed plan to scale of addition utilizing Building Guide Provide detailed plot plan of shed or structure (square feet, will there be electrical, etc.)
Residential Building	<i>Building</i> <i>Electrical</i> <i>Plumbing</i> <i>Mechanical</i>	Miscellaneous building i.e. Foundation repair Panel upgrades, adding outlets, etc. Moving or adding permanent plumbing pipes, adding or moving gas piping Adding or changing mechanical duct work or equipment, adding or moving gas piping
Residential Mobile Home	<i>No Sub Type</i>	Mobile home being set in a Westminster Mobile Home Park
Residential Solar	<i>No Sub Type</i>	Installing new PV Solar System