



## COMMERCIAL PERMITS REQUIREMENTS

Please note that this list is not all inclusive and subject to change. Additionally, properties within the Historic District may need prior approval for exterior work regardless of not requiring a permit, which include activities such as painting, and certain landscaping. See the City's Historic Preservation Design Guidelines, specifically pages 48-49 for a list of improvement activities. Also, properties which abut Shoreland are advised to contact the department for ANY exterior work on the property, including landscaping. List updated as of 6/8/22.

Building/Zoning Projects	
Permit Needed	Permit Not Needed
<ul style="list-style-type: none"> <li>New buildings and additions</li> <li>Interior alterations to existing buildings</li> <li>New interior finishes (alteration or replacement of flooring, drywall, cabinets etc.)</li> <li>New roof (alteration or replacement), soffit, fascia</li> <li>New siding (alteration or replacement)</li> <li>New windows (alteration or replacement), same/different size openings</li> <li>Structural reinforcing or alteration to existing structures</li> <li>Canopies, awnings, exterior decks, platforms, stairs/ramps 2 feet or higher</li> <li>Installation of new elevator or platform lift</li> <li>Installation of new swimming pool</li> <li>Fencing, or retaining walls 2 feet or higher (for fences 10 feet or higher, structural review is required)</li> <li>Interior demolition, frequently issued while waiting for plan submittals or related to new additions</li> <li>Early permission to start footings and foundation</li> <li>Accessory or storage structures (detached garages, sheds, carports, gazebos, pavilions, pergolas, etc.)</li> <li>New or alteration to sprinkler system</li> <li>New or alteration to fire alarm system</li> <li>Razing structures, primary or accessory</li> <li>Change of occupancy or use</li> <li><a href="#">Tourist Rooming Houses</a> (short-term rentals such as AirBnBs)</li> <li>Accessory Commercial Units</li> <li>Parklets</li> </ul>	<ul style="list-style-type: none"> <li>Wrapping of windows</li> <li>Gutter installation or replacement</li> <li>Painting</li> <li>Patching or seal coating existing driveway footprint</li> <li>Restriping existing parking lot</li> <li>Landscaping pavers/concrete/brick under 2 feet in height</li> <li>Tuckpointing (may require approval within Historic Districts)</li> <li>Garden fencing (temporary, such as mesh, etc.)</li> <li>Landscape retaining walls under 2 feet in height</li> <li>Vegetative landscaping, if not screening a parking lot or required for buffer</li> </ul>
Electrical Projects	
Permit Needed	Permit Not Needed
<ul style="list-style-type: none"> <li>All new construction and electrical work</li> <li>Service upgrade, relocation, alterations</li> <li>Temporary electrical service (if not part of a new build)</li> <li>Generator backup or renewable energy systems (ex. solar panels)</li> <li>Changing the ground/bonding of the electrical service in anyway including switching from metal to plastic water service piping</li> <li>Electrical panel conversion from fuses to circuit breakers</li> <li>Adding any new circuits, outlets, switches, lights, electrical equipment, etc.</li> <li>Extending any circuit (make wire longer to refeed existing circuits, outlets, switches, lights, etc.)</li> <li>New or alteration of fire alarm system</li> <li>Replacement of knob and tube wiring</li> <li>New wiring/connection for signage</li> </ul>	<ul style="list-style-type: none"> <li>Changing lamps</li> <li>Change outlet or switch with same type of device (i.e. 2 prong outlet with a new 2 prong outlet)</li> <li>Change light fixture with the same type of light fixture, one for one</li> <li>Low voltage wiring: Data cable, telephone wiring, CATV or similar wiring</li> </ul>
Plumbing Projects	
Permit Needed	Permit Not Needed
<ul style="list-style-type: none"> <li>All new construction and plumbing work</li> <li>Water heater replacement</li> <li>Shower/tub replacement</li> <li>Water softener install/replacement</li> <li>Lawn irrigation install/replacement</li> <li>Water or drain piping replacement, installation, extension</li> <li>Cross connection control/backflow preventer, new install or replacement</li> <li>Sewer/water lateral replacement</li> <li>Outside faucet replacement</li> <li>Yard hydrant install or replacement</li> <li>Sump pump installation</li> <li>Storm water lateral</li> <li>Commercial-Fixture replacement</li> <li>Commercial-New Appliance installation</li> <li>Grease interceptor new or replacement (may need State approval)</li> <li>New or alteration to fire sprinkler system</li> <li>Commercial fixture replacement (toilet, faucet or sink)</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
HVAC (Heating, Venting and Air Conditioning) Projects	
Permit Needed	Permit Not Needed
<ul style="list-style-type: none"> <li>New construction and new HVAC systems, ductwork, and piping</li> <li>Alteration to existing HVAC systems</li> <li>Addition or alteration of ductwork, and piping</li> <li>Furnace, boiler, or A/C replacement</li> <li>HVAC system chimney or venting alteration</li> <li>New exhaust fans</li> <li>New or replacement electric heaters</li> <li>VAV equipment replacement or alterations</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>