2 Copies of All Documentation Required

**APPLICATION CHECKLIST**

<table>
<thead>
<tr>
<th>Permit Application completed and signed.</th>
</tr>
</thead>
<tbody>
<tr>
<td>For Commercial Projects a notarized Owner’s Affidavit is required from the property owner</td>
</tr>
<tr>
<td>CID/Homeowners Responsibility Form – If Homeowner is acting as General Contractor (If Assessor’s database does not match owner name on form further proof of ownership may be required.)</td>
</tr>
</tbody>
</table>

**FLOOR PLAN**
- All rooms labeled
- Window/door locations & sizes
- Locations of gas meter

Written installation instructions from the window/door manufacturer is required on site for the final inspection.

If altering or adding headers, or making changes to, or adding other structural elements, you must provide details.

**Egress Requirements in Sleeping Rooms:**
- Minimum opening of 20 inches wide and 24 inches high
- Maximum start of window opening above floor is 44 inches

In addition, the opening for ground floor must be a minimum of 5 square feet and all other floors 5.7 square feet.

** Additional information may be required depending on scope of project**