

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>Building</i> <i>Demolition</i> <i>Electrical</i> <i>Fire Line Repair</i> <i>Mechanical</i> <i>Plumbing</i> <i>Reroof</i> <i>Sewer Repair</i> <i>Telecom</i> <i>Tenant Finish</i> <i>Water Repair</i>	Current occupant remodel for a commercial property; sign structures over 6' Demolishing any part of existing building or structure Updating, changing, or adding any electrical work for a commercial property Repairing fire lines Replacing RTU's, air conditioners, furnaces, or HVAC work for a commercial property Updating, changing, or adding any plumbing work for a commercial property Replacing roof; provide # of squares, brand, type, color, and stories Repairing sewer lines outside the building Cell Towers and/or equipment Change in tenant and or first tenant occupying new space Repairing water lines outside the building
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>Permanent</i> <i>Temporary</i>	Installing or changing sign; provide type, size, # of faces, and if electrical work is needed Temporary signage
Residential New	<i>Single FamilyAttached</i> <i>Single FamilyDetached</i>	New single family attached residence New single family detached residence
Residential Counter	<i>Air Conditioner</i> <i>Demolition</i> <i>Eaporative Cooler</i> <i>Furnace</i> <i>Furnace and Air Conditioner</i> <i>Heat Pump</i> <i>Lawn Irrigation System</i> <i>Reroof</i> <i>Sewer Repair</i> <i>Siding Replacement</i> <i>Tankless Water Heater</i> <i>Water Heater</i> <i>Water Repair</i> <i>Window Replacement</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 Replacing or installing new Installation of back flow preventer; provide model number and type Replacing roof; provide # of squares, brand, type, color, stories, and HOA approval letter if applicable Repairing sewer lines outside of the home, private property only Replacing siding; provide # of squares, brand, type, color, and HOA approval letter if applicable Replacing or installing new; provide gallons and BTU Replacing or installing new; provide gallons and BTU Repairing sewer lines outside of the home, private property only Replacing like for like; provide # of windows and u factor
Residential Interior	<i>BasementFinish</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>Above Ground Pool</i> <i>Addition</i> <i>Deck</i> <i>Fence</i> <i>Garage</i> <i>Patio Cover or Carport</i> <i>Shed or Accessory Structure</i> <i>Spa or Hot Tub</i>	Provide detailed plan to scale of aboveground pool (in ground pools are Residential Building permits) Provide detailed plan to scale of addition utilizing Building Guide Provide detailed plan to scale of deck utilizing Building Guide Provide detailed plot plan and provide fencing height, placement, and material Provide detailed plan to scale of garage utilizing Building Guide Provide detailed plan to scale of patio cover or carport utilizing Building Guide Provide detailed plot plan of shed or structure (square feet, will there be electrical, etc.) Provide manufacture's information
Residential Building	<i>Building</i> <i>Electrical</i> <i>Mechanical</i> <i>Plumbing</i>	Miscellaneous building; i.e. foundation repair Panel upgrades, adding outlets, etc. Adding or changing mechanical duct work or equipment, adding or moving gas piping Moving or adding permanent plumbing pipes, 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>New PV Install</i> <i>Remove and Reinstall</i>	Installing new PV Solar System Removal and reinstallation of PV Solar System