

Homeowner's Permit Checklist: Everything you need to Know to get your permit

1. Research and Planning

- ☐ Define the scope of your project (renovation, addition, new construction, etc.).
- ☐ Check if your project requires a permit.
 - Consult your city's building department website.
 - Use this quick tool to get a preliminary idea - [Permit Checker Tool](#)
- ☐ Research zoning laws, setbacks, and neighborhood regulations.
 - Zoning Code for various cities in the US can be found [here](#)
- ☐ Identify possible restrictions (HOA rules, historic district guidelines, etc.).

2. Budget & Timeline

- ☐ Estimate your budget and calculate total costs.
 - Consult professionals to get cost estimates for construction, design, permits, and inspections.
 - Factor in unexpected expenses (e.g., permit delays, contractor changes).
- ☐ Estimate a realistic timeline, considering permit approval times.
 - Timeline can be broadly divided into - Finalizing contracts, Design, Permit Approval, Construction and Inspection.

3. Hiring Professionals

- ☐ Check which professionals are required and get proposals from them. (architect, contractor, consultants etc.)
- ☐ Verify their license, insurance, and references.
- ☐ Review contract details carefully
 - Timeline, costs, scope of work, permit responsibilities, payment schedule, termination clause etc.



4. Permit Process & Documentation (if applying yourself)

- ☐ Check your local building department's website and arrange a meeting for clarification if needed.
- ☐ Gather all required documents:
 - Property survey or site plan
 - Architectural or structural drawings (if required)
 - Engineering reports (soil, acoustic, energy etc; for major modifications)
- ☐ Submit the permit application and pay the permit fees (typically based on project size and cost).

5. Permit Approval and Aftermath

- ☐ Track permit status and respond to city comments and requests.
 - Some comments may require design changes - forward them to your architect if needed.
- ☐ Receive a Right-to-Issue (RTI) status on the drawings.
 - Check with the city regarding pending fees/requirement to pull the permit
 - Check how long do you have to pull the permit before RTI status expires
- ☐ Pull the Permit to start construction
 - Permit has an expiration date so plan the construction time accordingly