

**Department of Metropolitan Development  
When are permits required?**

**DIVISION OF PERMITS**

Suite 2101, City-County Building  
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**As a homeowner working on your primary residence, you are required to obtain a permit or permits and/or approvals for:**

- Construction or placement or relocation of new or existing structures.
- Interior or exterior addition, alteration, structural modification or remodel of an existing structure.
- Cutting a City curb to gain access to a street or road.
- Attachment to a City sewer line.
- Conducting any activity, using or excavating in the City's right of way. City right of way is generally all streets and sidewalks.
- Demolition, wrecking or removal of a structure.

**However, there are many projects that you the homeowner may perform without a permit. Specific examples of work you may perform without a permit are:**

01. Replacement of doors and windows if you are not changing the size of the opening.
02. Installation of one layer of shingles to one existing layer of shingles provided the existing layer of shingles are not water soaked or deteriorated to the point of being an unacceptable base.
03. Installation and replacement of siding, soffit and trim.
04. Installation and replacement of cupboards, cabinets, shelves and wall and floor coverings.
05. Installation and replacement of storm doors and storm windows.
06. Attachment of window awnings that project out from exterior walls not more than (48) inches.
07. Installation of thermal insulation.
08. Replacement of an attic fan, bathroom exhaust fan, range hood exhaust fan or whole house fan.
09. Construction of a fence in conformance with zoning requirements.
10. Construction of an above ground pool (30) inches or less deep and (15) feet or less at its widest point.
11. Construction of a deck when no part of the floor is more than (18) inches above the finished grade, your deck meets zoning setback requirements and you notify the assessors' office.
12. Construction of a structure (120) square feet or less, less than (15) feet in height, not placed on or attached to a permanent foundation and does not contain electrical, heating or cooling connections or equipment. Additionally the location of the structure must conform to zoning setback requirements.
13. Replacement and repair of piping (meeting the same performance standards and capacity) in your plumbing system if the work is limited to 20% or less of all piping in the structure.
14. Replacement of appliances, fixtures, traps and valves in an existing plumbing system.
15. Replacement of a water heater with one that is identical as to venting arrangement and type of fuel or energy input.

Building Permit Fee Schedule: [Building Permit Fees](#)