

IMPORTANT INFORMATION FOR
APPLICATIONS FOR PERMITS INVOLVING
ATTICS AND/OR BASEMENTS

EFFECTIVE IMMEDIATELY, **PRIOR TO THE SUBMISSION OF ANY ZONING / BUILDING PERMIT APPLICATIONS** INVOLVING THE RENOVATION OF EXISTING SPACE IN A BASEMENT OR ATTIC, OR THE CREATION OF NEW FINISHED SPACE IN AN EXISTING BASEMENT OR ATTIC,

A SITE INSPECTION BY THE BUILDING OFFICIAL IS NECESSARY TO DETERMINE IF THE SPACE WILL COMPLY WITH THE BUILDING CODE REQUIREMENTS.

ALSO, AFTER THE BUILDING OFFICIAL HAS INSPECTED THE SITE AND WHEN YOU ARE SUBMITTING THE ZONING / BUILDING PERMIT APPLICATIONS, BE SURE TO COMPLETE, SIGN AND SUBMIT THE WORK SHEET ABOUT THE AMOUNT OF FINISHED SPACE IN THE ATTIC AND/OR BASEMENT AND THE ADJACENT FLOORS.