



Interior Demolition Permit: Applicant Checklist

The following is a checklist of required items, forms and standard details for interior demolition. This permit is for interior demolition only, not for alterations. Please note that this checklist is not intended to be all-inclusive. Due to changes in code, regulations and ordinances, other requirements may apply.

Required Permit Applications

- Building permit.

Permit Review Disciplines

- Building.
- Structural.
- Electrical.
- Mechanical.
- Plumbing.

Documents Required for Upload:

Standard Naming Convention for Drawings and Documents in Italics and Bold.

- ☐ A complete building permit application. ***File name: PAP***
- ☐ Cover sheet with disclosure Statement and scope of the work. ***File name: G***

"This permit for interior demolition, is limited solely to authorizing that work. This permit does not legalize any portion of the structure to which the home is attached that may be depicted in the permit and is limited only to authorizing the proposed scope of work in the permit. Further, this permit may not be used as record evidence that any portion of the structure to which the interior demolition is attached was lawfully permitted notwithstanding this permit's inclusion in the City's records. No portion of the structure to which the interior demolition is attached is legalized by this permit."

Below is a list of information that should be included in the plans. The specifics may vary depending on the case:

- ☐ **Provide Plans:** floor plan, elevations, sections, any details needed for the interior demolition and any other drawings necessary.
- ☐ **Provide Scope of Work:** Clearly define which areas of the house will be demolished (e.g., walls, floors, ceilings).
- ☐ **Provide Existing Layout:** A detailed drawing showing the current state of the interior.
- ☐ **Proposed Layout:** Indicates how the space will look after demolition.
- ☐ **Provide Structural Plans:** For modifications to load-bearing walls or other structural components, plans must be reviewed and sealed by a licensed professional.
- ☐ **Provide Temporary Support Details:** If applicable, include how structural integrity will be maintained during demolition.
- ☐ **Mechanical, Electrical and Plumbing Plans:** Utility Disconnection/Capping. Show where utilities like plumbing, gas, and electrical systems will be disconnected or safely terminated.

Required Inspections:

- | | |
|---|---|
| <input type="checkbox"/> Inspection Division – Building | <input type="checkbox"/> Inspection Division – Mechanical Air |
| <input type="checkbox"/> Structural in Progress | <input type="checkbox"/> Final Mechanical |
| <input type="checkbox"/> Final Building | <input type="checkbox"/> Inspection Division – Plumbing |
| <input type="checkbox"/> Inspection Division – Electrical | <input type="checkbox"/> Final Plumbing |
| <input type="checkbox"/> Final Electrical | |

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