

This form is to be completed by the applicant to obtain permits for work that does not require a plan review provided the materials match or are equivalent to the materials being repaired or replaced. The materials and method of construction must comply with the Code and are subject to field inspection for final approval. The issuance of a permit does not grant permission to violate the requirements of the code or authorize construction on, or use of, any property in violation of deed restrictions.

**Definition of Repair:** The reconstruction or renewal of any part of an existing building for the purpose of its maintenance.

**Complete the following information (Please Print):**

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Project Address: \_\_\_\_\_

Cost of Improvements: \$ \_\_\_\_\_ Project Number: \_\_\_\_\_

**Check all that apply:**

- |  |   |
|--|---|
| <input type="checkbox"/> 1. Patch or repair exterior veneer, siding, stucco, EIFS, etc.<br><input type="checkbox"/> 2. Replace exterior doors and doors leading to an attached garage<br><input type="checkbox"/> 3. Replace windows*<br><input type="checkbox"/> 4. Replace rafters<br><input type="checkbox"/> 5. Replace roof covering<br><input type="checkbox"/> 6. Replace damaged studs<br><input type="checkbox"/> 7. Install smoke detectors<br><input type="checkbox"/> 8. Replace existing stairs and/or steps<br><input type="checkbox"/> 9. Replace ceiling and/or wall covering/insulation*<br><input type="checkbox"/> 10. Repair existing fireplace<br><input type="checkbox"/> 11. Repair porch | <input type="checkbox"/> 12. Repair Electrical ( <i>Separate Permit Required</i> ) ♦<br><input type="checkbox"/> 13. Repair Plumbing ( <i>Separate Permit Required</i> ) ♦<br><input type="checkbox"/> 14. Repair Mechanical ( <i>Separate Permit Required</i> ) ♦<br><input type="checkbox"/> 15. Replace patio decking ( <b>Note:</b> Although code compliance is always required; a permit is NOT required if deck surface is less than 30 inches above grade and there is no roof structure over the deck).<br><input type="checkbox"/> 16. Replace flooring substrate (Note: A permit is NOT required for floor finish materials- carpet, tile, wood flooring, etc.)<br><input type="checkbox"/> 17. Other repair work; provide description below:<br>_____<br>_____<br>_____<br>_____ |
|--|---|

**Applicant Signature:** \_\_\_\_\_

♦ All trade permits, if required, shall be purchased under the repair spec list project number.

**\* ENERGY CODE:**

The following minimum requirements shall be maintained for energy efficiency compliance in Climate Zone 2:

| Insulation and Windows | Fenestration U-factor | Glazed Fenestration. SHGC | Ceiling R-Value | Wall R-Value | Floor R-value | R-values are minimums. U-factors and SHGC are maximums.<br><br>Indicate insulation type: _____ |
|------------------------|-----------------------|---------------------------|-----------------|--------------|---------------|--|
|                        | 0.40                  | 0.25                      | 38              | 13           | 13            |  |