

Project Scoping Worksheet

The information on this worksheet is estimated.

Fill out this project scoping worksheet as much as you can. This worksheet lets your reviewer know if you can proceed with your project as planned. **Pay close attention to any bolded items**, as these items have answers only you may know about your project. This information helps you fill out the first page of your building permit application.

Property Address: _____

Lot Area: _____ sq ft

Project Description:

Briefly describe the project you are building or changing

Will you add to or remove any square footage from your home or property?

Yes No

This helps your reviewer determine which application, forms, and drawings you will need.

Will you increase your home's square footage by fifty percent or more?

Yes No

You may be required to install a sidewalk with your project

Will you move or demolish any exterior walls?

Yes No

Your project may require an additional demolition permit.

Will you need to replace or change your roof?

Yes No

This helps your reviewer determine which application, forms, and drawings you will need.

Will you change or add electrical wiring, plumbing, or a heating and cooling system?

Yes No

This helps your reviewer determine which application, forms, and drawings you will need.

Will you make any cosmetic changes that would require an express permit?

Yes No

View a list of work eligible for express permitting on [our website](#)

Will you demolish or change any existing property features such as a patio, a driveway, or a walkway?

Yes No

This helps your reviewer determine which application, forms, and drawings you will need.

Do you have any trees larger than 19 inches in diameter on your property?

Yes No

Homes with protected trees require additional application requirements. Visit [our website](#) for more information

Is your home more than 40 years old?

Yes No

Homes more than 40 years old require an historic review.

Consulting Reviewer: _____

Date: _____

