

Permit Type and Subtype Descriptions

PLEASE ENSURE YOU ARE CHOOSING THE CORRECT PERMIT TYPE & SUBTYPE BEFORE PROCEEDING THROUGH THE ONLINE APPLICATION PROCESS. FAILURE TO DO SO MAY RESULT IN FEES NOT BEING ASSESSED PROPERLY AND A DELAY IN APPLICATION PROCESSING. THANK YOU!		
PermitTRAK Type	PermitTRAK Sub Type	Permit Descriptions
Commercial New	<i>New Building</i> <i>New Multi Family</i> <i>New Retaining Wall</i>	Brand new building i.e.; office building, hospital, core and shell Brand new multi-family buildings, i.e. apartment buildings Brand new retaining wall only
Commercial	<i>Tenant Finish</i> <i>Demolition</i> <i>Building</i> <i>Mechanical</i> <i>Electrical</i> <i>Plumbing</i> <i>Reroof</i> <i>Water Repair</i> <i>Sewer Repair</i> <i>Addition</i>	Change in tenant and or first tenant occupying new space Demolishing any part of existing building or structure Current occupant remodel for a commercial property, sign structures over 6', access control Replacing RTU's, air conditioners, furnaces, HVAC work for a commercial property Updating, changing, adding any electrical work for a commercial property Updating, changing, adding any plumbing work for a commercial property Replacing roof on commercial property Repairing existing water line outside the building on property or upsizing existing water tap Repairing existing sewer line outside the building on property Adding to the existing commercial structure, i.e. extending the roof of the playground shed
Commercial Trailer	<i>Construction Trailer</i> <i>Sales Trailer</i>	Temporary trailers to be used as construction offices Temporary sales trailers for public
Commercial Solar	<i>No Sub Type</i>	Installing PV Solar System, provide KW and modules
Commercial Sign	<i>Permanent</i> <i>Temporary</i>	Installing or changing sign, provide type, size, # of faces, and if electrical work is needed Temporary signage
Residential New	<i>Single FamilyAttached</i> <i>Single FamilyDetached</i>	New single family attached residence New single family detached residence
Residential Counter	<i>Air Conditioner</i> <i>Demolition</i> <i>Evaporative Cooler</i> <i>Furnace</i> <i>Furnace and Air Conditioner</i> <i>Lawn Irrigation System</i> <i>Reroof</i> <i>Siding Replacement</i> <i>Water Heater Tankless</i> <i>Water Heater</i> <i>Water Repair</i> <i>Sewer Repair</i> <i>Heat Pump</i>	Replacing or installing new, provide AC Tons Provide a plan with utility locations (plumbing, electrical, etc.) Replacing or installing new Replacing or installing new, provide BTU, Efficiency Replacing or installing new provide AC Tons, BTU, Efficiency Installation of back flow preventer Replacing roof, provide, # of squares, brand, type, color, stories, HOA approval letter if applicable Replacing siding, provide # of squares, brand, type, color, HOA approval letter if applicable Replacing or installing new, provide gallons, BTU Replacing or installing new, provide detailed gas pipe plan Repairing water lines outside the home, private property only Repairing sewer lines outside the home, private property only Replacing or installing new
Residential Interior	<i>Basement Finish</i> <i>Interior Remodel</i>	Provide detailed plan to scale of basement utilizing Building Guide Provide detailed plan to scale of remodel
Residential Exterior	<i>Deck</i> <i>Patio Cover or Carport</i> <i>Garage</i> <i>Fence</i> <i>Pool</i> <i>Spa or Hot Tub</i> <i>Addition</i> <i>Shed or Accessory Structure</i>	Provide detailed plan to scale of deck utilizing Building Guide Provide detailed plan to scale of patio cover or carport utilizing Building Guide Provide detailed plan to scale of garage utilizing Building Guide Provide detailed plot plan and provide fencing height, placement, and material Provide detailed plan to scale of pool Provide manufacture's information utilizing Residential Hot Tub Permit Submittal Requirements Provide detailed plan to scale of addition utilizing Building Guide, soils report required Provide detailed plot plan of shed or structure (square feet, will there be electrical, etc.)
Residential Building	<i>Building</i> <i>Electrical</i> <i>Plumbing</i> <i>Mechanical</i>	Miscellaneous building i.e. Foundation repair, increasing wall opening for window Panel upgrades, adding outlets, etc. Moving or adding permanent plumbing pipes, adding or moving gas piping Adding or changing mechanical duct work or equipment, adding or moving gas piping
Residential Mobile Home	<i>No Sub Type</i>	Mobile home being set in a Westminster Mobile Home Park
Residential Solar	<i>New PV Install</i> <i>Remove and Reinstall</i>	Installing new PV Solar System, provide KW and modules Removing existing PV Solar System for reroof, then installing back on new roof
Accessory Dwelling Unit	<i>New Accessory Dwelling Unit</i> <i>Existing Accessory Dwelling Unit</i>	An independent residential dwelling unit located on the same lot as a SFD dwelling unit. located within, attached, or separate from the principal dwelling unit. An Accessory Dwelling Unit already existing without proper permitting prior to ADU council approval