

One Stop Shop
Accepted Plans Matrix

Permit Type	# of 18x18 (min) accepted Construction Plans	# of 8 1/2x11 - 11x17 accepted Construction Drawings	# of 18 x 18 (min) required Site/Plot Plans	# of 8 1/2x11 - 11x17 required Site/Plot Plans	Can Permit Be Issued Over the Counter
Antennas on Roof or Existing Towers	4	0	0	0	NO
Awnings	0	3	0	3	YES
Canopies	0	3	0	3	YES
Cell Towers, Equipment Cabinets, Antennas NEW	4	0	10	0	NO
Decks	0	3	0	3	YES
Electrical Alteration (As per OTC Guidelines)	0	0	0	0	YES
Elevators	0	3	0	0	YES
Fence - Commercial	6	0	14	0	NO
Fence - Single Family < 6ft.	0	0	0	3	YES
Fire Alarms	2	0	0	0	NO
Fire Escape	4	0	4	0	NO
Grading or Paving Commercial (i.e. Parking Lots)	6	0	14	0	NO
Grading or Paving 1 & 2 Family Dwelling (i.e. Driveways). Site Plan not needed if replacement is same size/same location.	0	0	0	3	YES
Gut Rehab, 1 & 2 Family Dwelling (structural & non-structural)	0	3	0	0	YES
Interior / Exterior Alterations, Commercial (including structural demolition) Area > 200 sq ft	6	0	6	0	NO
Interior / Exterior Alterations, Commercial (non- structural) Area < = 200 sq ft - Floor plan required	0	3	0	3	YES
Interior Alteration 1 & 2 Family Dwelling (structural & non- structural) *Non-structural only requires floor plan.	0	3	0	0	YES
New Construction & Addition Commercial including Multi Family	6	0	14	0	NO
New Construction and Addition 1 & 2 Family Dwelling < 600 sq. ft.	0	3	0	3	YES

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New Construction and Addition 1 & 2 Family Dwelling > 600 sq. ft.	4	0	10	0	NO
Plumbing / Mechanical Alteration (As per OTC Guidelines)	0	0	0	0	YES
Ramps - Commercial	4	0	4	0	NO
Ramps - Single Family	0	3	0	3	YES
Retaining Walls - Commercial	6	0	14	0	NO
Retaining Walls - 1 & 2 Family Dwelling < 5ft.	0	3	0	3	YES
Retaining Walls - 1 & 2 Family Dwelling > 5 ft.	4	0	10	0	NO
Signs - Wall Mounted Plan not required unless projected from wall or in right-of-way	0	3	0	3	YES
Signs, Free Standing < 6 ft.	0	3	0	3	YES
Signs, Free Standing > 6 ft.	4	0	4	0	NO
Sprinklers (New Over 10 Heads)	2	0	0	0	NO
Swimming Pool - 1 & 2 Family Dwellings Above Ground > 24 inches deep	4	0	10	0	NO
Swimming Pool - 1 & 2 Family Dwellings Inground	4	0	10	0	NO
Swimming Pool - Inground Commercial	6	0	14	0	NO
Tanks - NEW < 660 Gallons	0	3	0	3	YES
Tanks - NEW > 660 Gallons	4	0	10	0	NO
Tanks - Removing & Filling Residential	0	3	0	3	YES
Tanks - Removing & Filling Commercial	0	3	0	3	YES
Interior Demolition (As per Interior Demolition Guidelines)	0	0	0	0	YES
Razing	0	0	0	3	YES