RENOVATION – PBI SPECIFICATIONS

PBI | Professional Building Inspections, Inc.

Owner Name: _____   Municipality: _____

Owner: (Cell) _____ (H) _____   Jobsite Address: _____

Residential

Renovations typically require a building permit if there is any change to the:

- **structural framing** (e.g. cutting existing framing members or adding new framing members, etc.)
- **use** (e.g. changes to or creating bedrooms/sleeping rooms; developing new living space, etc.)
- **occupancy type** (e.g. converting a single family dwelling into a care home, or a storage garage into living space, etc.)

(1) Please select the renovation type below that best describes your project:

☐ **Window replacement** (changing the size of the existing windows.)
☐ **Window replacement** (installing new windows in bedrooms/sleeping rooms.)
☐ **Door replacement** (changing the size of existing doors.)
☐ **Kitchen remodeling** (changing cabinets and cooktops.)
☐ **Removing wall(s) or cutting opening in existing wall(s)** (essentially, any reno that cuts structural members.)
☐ **Converting a space into a bedroom or sleeping room**.
☐ **Adding or extending a roof over a deck or other exterior space**.
☐ **Adding a sunroom or deck enclosure**.
☐ **Changing the size of an exterior deck or landing** (please complete the **Deck – PBI Specifications** sheet.)
☐ **Basement development** (please complete the **Basement Development – PBI Specifications** sheet.)
☐ **Creating a secondary suite** (please submit drawings prepared by an experienced designer.)
☐ **Adding a bathroom**.
☐ **Other:** _____

(2) In the space below, please describe your renovation project in as much detail as possible:

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Date: _____   **Owner Signature:** _____

(3) On a separate sheet please provide the following, if applicable:

☐ Sketch of renovation project or floor plan layout.
☐ Manufacturer specifications or product brochures (i.e. windows, doors, cooking appliances, etc.)
☐ Site plan if existing building changes shape (i.e. show placement on the lot and setbacks to property lines.)