



## What is a Minor Permit? (CD-B320)

A Minor Permit is a permit that involves minimum plan review by city staff and can be issued within 1-3 days of submittal. Minor Permits do not need to go through the electronic plan review process. Instead, applicants can apply and upload documents, pay fees, and have the permit issued electronically all through eTRAKiT.

### Minor Permit Process:

1. Applicant completes the building permit application fields and uploads required documents using [eTRAKiT](#)
2. Staff reviews application and documents
  - a. If application is incomplete or additional documents are needed, staff will notify applicant via email
  - b. If application is complete, staff will approve the permit and calculate the permit fees
3. Applicant will be notified via email that the permit is approved and permit fees are due
4. Applicant will log in to [eTRAKiT](#) and pay fees electronically or pay fees in person
5. Staff will process the payment and issue the permit electronically in [eTRAKiT](#)
6. Applicant will be notified via email the permit and documents have been issued. Documents will be in [eTRAKiT](#)
7. Inspections can now be scheduled. To learn more, please visit the [Inspection Page](#).

**Below is a list of permits that are considered Minor Permits and the associated documents required:**

### Alterations – Residential (Cannot include any structural work)

- HVAC Changeouts – CF1R Energy Form
- Water Heater Changeouts – CF1R Energy Form
- Reroof – CF1R Energy Form, specifications for new roof material, description of existing roof material
- EV Chargers – Electrical Load Calculations, Floorplan showing location of work, Charger Specifications (See [Form B217](#) for additional information)
- Window Replacement (no structural work) – CF1R Energy Form, Floorplan showing location of all windows being replaced and total # of windows
- Kitchen/Bathroom Remodel (no structural work) – Existing and Proposed Floorplan, CF1R Energy Form if replacing windows (see [Forms B205](#) and [B206](#) for additional information)
- Siding Replacement – Specifications of new siding (unless like for like), Site Plan showing location of work
- Minor Mechanical Work Only – Depends on Scope
- Minor Electrical Work Only – Depends on Scope
- Minor Plumbing Work Only – Depends on Scope

### Alterations – Commercial

- Reroof – NRCC/NRCI Energy Form, specifications for new roof material, description of existing roof material
- HVAC Changeout – NRCC/NRCI Energy Form, Site Plan showing location of work, Weight of New/Existing Units and anchorage information
- Water Heater/Boiler Changeout – NRCC/NRCI Energy Form, Site Plan showing location of work
- Minor Mechanical Work Only – Depends on Scope
- Minor Electrical Work Only – Depends on Scope
- Minor Plumbing Work Only – Depends on Scope

### Swimming Pools – Residential or Commercial

- Residential Replaster Only – No Additional Documentation Required (see [Form B216](#) for additional information)
- Commercial Replaster only – County Health Department approval
- Pool Solar – Site Plan showing location of solar, Solar specifications