

Remodel/Conversion of an area into living space checklist:

- 1) Pre-permit inspection is normally required (call to schedule 615-355-5704).

- 2) Information needed for building permit issuance:
 - Size of the existing home,
 - Size of the area being remodeled,
 - Estimated construction cost,
 - Floor plan of the area being remodeled,
 - Notarized homeowner's affidavit (if applicable) or contractor information (provided by the contractor).

- 3) Electrical permit may be required (can be issued either to the homeowner or to a licensed electrician).

- 4) HVAC permit may be required (if installing an additional or upgrading the current HVAC unit).

- 5) Cost of most building permits is assessed at \$0.45/square foot of the area being remodeled +\$20.00. The electrical remodel permit cost is \$120.00. The HVAC permit cost (1 unit) is \$70.00

- 6) You can provide the above information to us in person or email it to permits@townofsmyrna.org.

- 7) The homeowner's affidavit and electrical/HVAC permit application forms can be found at <https://www.townofsmyrna.org/departments/building-safety/forms-and-applications>
