



SUPPORTING DOCUMENT

PROJECT SCOPE OF WORK



A project scope of work is required to accompany most residential and commercial projects. A scope of work assists the plans examiner in accurately determining what elements of your project require review and can answer questions immediately that would otherwise require correction letters.

Please provide, in detail, your proposed scope of work; to include, detail of floors and intended use of each room; new construction, or remodel, or addition, with breakdown of each, along with square footage of each floor.

Residential Projects

Describe in detail, plans for each area to be remodeled, converted, or added on to existing:

Examples:

- First Floor of SFR to remain the same
- 600 sq foot garage to be converted to family room
- 2nd Floor of SFR to be remodeled, down to the studs (describe mechanical, plumbing, insulation and wallboard installation plans, etc.), and detail square footages and their intended uses.

Commercial Projects

Describe in detail, plans for each area to be remodeled, converted, or added on to existing AND include square footage of each use for each floor:

Examples:

- Add 1,000 square feet to existing lobby area and frame new office
First Floor = 500 sq ft office + 1,000 sq ft retail = 1,500 square foot total
2nd Floor = 500 sq ft office = 1,000 sq ft storage = 1,500 square foot total
- 4,000 square foot tenant improvement renovation including demolition of existing office, store room and expand existing bathroom to meet ADA requirements. Remove existing lighting and replace.
First Floor = 300 sq ft office + 64 sq.ft. restroom + 3,636 sq ft retail = 4,000 square foot total

Attach your scope of work to this document or complete the section on the following page.

