

## Multifamily Alteration Guide

Multifamily alterations are considered commercial projects and require proper licensing.

Customers may choose to apply for **one permit per unit** or **one permit per building**.

### Option A: One Permit per Unit

1. Application
  - a. Submit separate application, plan set, and any other relevant documents for **each unit**.
2. Review and Issuance
  - a. Permits will be reviewed and issued for each unit.
3. Inspection
  - a. One inspection of each type (ex: Rough Electrical) can be scheduled per day on each permit.
  - b. Inspections can be scheduled for multiple permits on the same day.
4. Project Closeout
  - a. Letters of completion will be issued for each permit as each unit passes final inspections and receives sign-off on final documents.

### Option B: One Permit per Building

1. Application
  - a. Identify **all affected units** on application.
  - b. If different work is occurring in different units, ensure plans reflect **all work in scope**.
2. Review and Issuance
  - a. One permit will be issued per building.
3. Inspection
  - a. One inspection of each type (ex: Rough Electrical) can be scheduled per day on each building.
  - b. Include the unit numbers in the inspection request.
  - c. Inspections will be marked incomplete until all units have passed.
4. Project Closeout
  - a. No letter of completion will be issued until all units have passed final inspections and received sign-off on final documents.