

**Permit Application Checklist -
Attic/Basement Conversions
(Residential)**

1. **Building Permit** – All sections completed and signed.
2. **Contractor Registration Form**
3. **Contractor Registration fee** - All contractors are required to pay the \$50 registration fee.
4. **Certificate of Insurance for Liability and Workers' Compensation** – naming EVT as Certificate Holder.
5. **Permit Application Fee** - \$100 required with application.