

SCOPE OF WORK DESCRIPTION

A **Scope of Work** is a document that defines all the work for which an applicant is applying for a building permit. It should include all work performed or provided by the general contractor, subcontractors, property owner, or the applicant. Though not required, details regarding the scope of work could be in the form of a contract, including agreed terms between a property owner and contractor(s) or vendor(s) for a project. It summarizes the tasks, work performance, deadlines, and duties of the teams involved in the project. The scope of work specifies the deliverables from the contractor and vendors. A scope of work could include all work necessary for the permitted work or could consist of a series of individual contractor or vendor scopes of work for their respective portions of the permitted work. The scope of the work must be submitted upfront for all remodeling and addition projects and must, at minimum, generally outline the type of work for which the building permit is being requested, including but not limited to:

STRUCTURAL ELEMENTS

DEMOLITION OF EXISTING IMPROVEMENTS IN PREPARATION FOR NEW IMPROVEMENTS

EXCAVATION (Ex: prep work, gravel base)

FOUNDATION (Ex: monolithic slabs, piers, spread footing, CMU, ICF, wood)

DAMP-PROOFING, WEATHER-PROOFING, TILE DRAINAGE, FOUNDATION INSULATION

FLOOR SYSTEMS (Ex: trusses, lumber, steel, concrete, in-floor heat, vapor barrier)

BEAMS (Ex: steel, wood, pre-engineered columns)

WALLS, FRAMING (EXTERIOR & INTERIOR) (Ex: wood, metal, sheathing)

CEILING, RAFTERS, TRUSSES

ROOFING SYSTEM (Ex: sheathing, felt, ice & water shield, asphalt, wood shake, tile, clay, metal, shingling, venting)

EXTERIOR WALL COVERING (Ex: lap siding, vinyl, aluminum, brick, stucco, house wrap shutters)

WINDOWS (Ex: escape window, double-hung, casement, slider, awning)

WOOD DECKS (EXTERIOR & INTERIOR)

INSULATION (Ex: walls, floors, roof)

HARDWARE (Ex: door hardware, nails, screws, brackets, handrails)

INTERIOR FINISH ELEMENTS

FLOORING (Ex: tile, linoleum, stone, laminate, wood, carpet, sub-flooring)

WALL FINISHES (Ex: drywall, plaster, stucco, paneling, stone, paint, tape, mud)

BUILT-INS, CABINETRY (Ex: bookcases, entertainment centers, kitchen cabinets, countertops, built-in stove, vanities, furniture)

DOORS (EXTERIOR & INTERIOR) (Ex: side-hinged, sliding, pocket, bi-fold)

HARDWARE (Ex: interior door hardware, screws, nails, handrails)

UTILITY & SERVICE EQUIPMENT

HVAC (Ex: furnace, a/c unit, baseboard heat, radiant heat, duct-work venting, registers, material associated with system)

PLUMBING (Ex: fixtures, faucets, tubs, showers, toilets, sinks, material, venting, water heater, sump & ejector pumps)

ELECTRICAL (Ex: panel, wiring, boxes/outlets, switches, light fixtures, fans, raceway, etc.)

SITE IMPROVEMENTS

PAVED SURFACES

ACCESSORY STRUCTURES

EXTERIOR UTILITY AND LIGHTING WORK (Ex: water, sewer, & electric lines)

MISCELLANEOUS

OVERHEAD & PROFIT

OWNER SUPPLIED MATERIAL

EXCLUDED WORK

- Plans and specifications
- Survey costs/Permit fees
- Clean up and debris removal (e.g., removal of debris from building or lot, dumpster rental, transport fees to landfill and landfill tipping fees), and clean-up (e.g., dirt and mud removal, building dry out, etc.)
- Plug-in appliances like washing machines, dryers, and stoves