A floor plan is required. You must submit a plan showing the entire floor plan (include all stories) of your residence. Please indicate the location of the following: proposed rooms used for short-term rentals, if using the whole house, indicate whole house, location of all smoke detectors, carbon monoxide detector, fire extinguisher within kitchen. Plans are to be completed to scale (i.e. 1 inch = 10 feet). A permit application will be rejected without this information.

Please use the following symbols on your site plan:

- **S**: Smoke Detectors
- **C**: Carbon Monoxide Detector
- **△**: Fire Extinguisher
- **Location of Door**
- **Window**