Sample Floor Plan (lower level)

For Vacation Home change of occupancy permits, please provide three copies of a floor plan for each level of the residence, drawn to scale or show all dimensions, with all rooms labeled. Indicate the location of egress doors/windows and smoke/CO detectors. Floor plans may be drawn on graph paper by the applicant. No architect or draftsperson is required.

Any rooms that will be used for sleeping purposes which are NOT bedrooms must be labeled as such on the floor plan (example: Living room/sleeping room or den/sleeping room). If you don’t show a room may be used for sleeping, it may not be used for sleeping. In the example above, the family room is not shown as used for sleeping, so it may not be used for sleeping.