

**HISTORIC DISTRICT BUILDING  
PERMIT  
ADDENDUM**

NAME OF OWNER

ADDRESS OF PROPERTY

PIN NUMBER

HISTORIC CLASSIFICATION OF PROPERTY

SCOPE OF WORK

1.  REPAIRS (MAINTENANCE)
2.  CHANGE(S) TO ROOFLINE
3.  CHANGE(S) IN SIZE, SHAPE OF NUMBER OF DOORS,  
WINDOWS OR OTHER OPENINGS
4.  CHANGE(S) IN EXTERIOR MATERIALS AND/OR FINISHES
5.  CLEANING OF MASONRY
6.  ANY CHANGES TO PORCHES OR APPURTENANT  
ELEMENTS
7.  STRUCTURAL ENLARGEMENT
8.  DEMOLITION
9.  NEW CONSTRUCTION

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If your property is classified as Supplemental or Contributing and you check **only** #1 you need not obtain HARB approval or a Certificate of Appropriateness. A building permit **is** required.

If your property is classified as Supplemental or Contributing and you checked any number(s) 2 through 7, you will need HARB approval, a Certificate of Appropriateness and a subsequent Order by City Council is required prior to issuance of a building permit for exterior work.

If your property is classified as Notable and you checked any number(s) 1 through 8, you will need HARB approval, a Certificate of Appropriateness and a subsequent Order by City Council prior to issuance of a building permit for exterior work.

If you checked 8 and/or 9 and you intend to demolish an existing building and/or construct a new building within the Historic District you will need HARB approval, a Certificate of Appropriateness and subsequent Order by City Council prior to issuance of a demolition or building permit.

If your project requires HARB approval, you are asked to attend or be represented at the HARB monthly meeting held the fourth (4<sup>th</sup>) Wednesday of each month (except December) at 7:00 pm in the 2<sup>nd</sup> floor conference room at city hall.

Your presentation must include a concise list of the work to be done, photos of your building showing details of works areas and drawings and material samples to illustrate your project. The Board will make every effort to assist you in meeting the requirements of the Ordinance. The completeness of your plans will expedite the process of issuing of permits.

To examine a complete copy of the Ordinance along with the district map, please visit the code office on the 1<sup>st</sup> floor of city hall or the City website at [www.cityofsunbury.com](http://www.cityofsunbury.com) to view the Ordinance online.