



Properties that were built as duplexes are listed as two-family homes on City property records, unless the house is legally changed from a two-family to a single-family through the use of an alterations permit.

The building permit application form to be used is found on the Development Center's web site at <http://www.mkedcd.org/build/pdfs/EAppBldgPermit.pdf>. When applying for the permit, choose "Alteration - units lost" as the permit type. In the permit description, indicate that you are converting the property from a duplex to a single-family.

Some owners wish to convert the house into a single unit and occupy both units as a single living space. In this case, the owner or owner's contractor must apply for an alterations permit, and present plans showing the alterations that will be made to eliminate the second unit. The alterations required will minimally be to remove and cap off the kitchen sink or otherwise modify the unit such that it would be unlikely that one unit could be rented as a separate unit in the future.

The cost of the alterations permit is based on the cost of the alteration project. Information about plan submittal requirements is contained in the customer information sheet titled "Remodeling Projects -- One and Two Family Homes." It is available on the Development Center's web site at

<http://www.mkedcd.org/build/pdfs/remodel.pdf>.

After an alterations permit has been taken out, the office of the tax assessor will be notified that the house has been changed from a two-family to a one-family. It is likely to take several months before City official records are updated to show the property as a single-family rather than a duplex.

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