

Obtaining a Building Permit: Submittal Requirements

This Bulletin serves as a guideline to help homeowners understand the requirements for obtaining a Building Permit.

The Building Permit Ordinance includes prescriptive provisions. The specific rules and regulations that apply to a proposed application will depend upon when a lot was created. Each building project must be approved by the Planning Board and/or Code Enforcement Officer.

The Planning Board will review Building Permits on the second Thursday of the month. Applications for permits are due in the Town Office by the close of day on the Friday preceding the Planning Board meeting.

The Local Plumbing Inspector must approve the Septic System.

In order to obtain a Building Permit for new construction, additions homeowners must provide the following information with their application:

- A. Proof of Standing
- B. Proof of Legal Lot
- C. Payment of the fee
- D. Estimated COST for the construction and/or addition
- E. Site Plan and Sketch
- F. Septic Design, if new constructions or additional bedrooms are added
- G. Opening Permit if the property is located on the state highway
- H. High-Water Mark showing slopes and critical areas (wetlands, streams, creeks, ponds, bogs, areas of saturated ground, flood hazard areas/boundaries, erosion hazard areas, wildlife habitat conservation areas **must be indicated on the Site Plan.**
- I. If On, or Adjacent To, a Shoreline, this the name of the body of water and the distances to structures **must be indicated on the Site Plan.**
- J. If a Septic System is added, **must indicate the location of the septic tank, drainage field and the distance from the well on the Site Plan.**

The items detailed in this Bulletin are required for a complete application. The items noted above are not all-inclusive of what may be required for a complete Building Permit Application. Because each project and site is different, additional information may be requested by the Planning Board during the Application process.

This Application will be reviewed by the Planning Board. The Planning Board does not issue variances, that is the responsibility of the Board Of Appeals