



RESIDENTIAL BUILDING PERMIT

BUILDING AND PLOT PLAN - SUBMITTAL REQUIREMENTS

CONSTRUCTION PLANS AND DOCUMENTS

1. A completed and signed Zoning compliance checklist. (When applicable)
2. Construction Plans that show the foundation, floor plan, architectural, structural, mechanical, electrical and plumbing, including the cross sections, details, stamped truss drawings and exterior views.
3. A plot plan from an Engineer or Land Surveyor drawn to scale no smaller than 1" = 60'.
4. Site Plan: Location and dimensions of all proposed buildings and accessory structures, including walks, driveways, and approaches, also indicate easements, sewer and water lines, and established set-back requirements.
 - a. When applicable; the location of septic tank, distribution box, splitter box, and absorption field including elevations and well location.

SUBMITTAL PROCEDURE

All construction plans and documents shall be submitted in hard copy and digital pdf or ACAD format at Town Hall. (3) hard copies are required; (1) full size and (2) 11x17 size. The building permit application and plan submittals for a building permit must be made by the General Contractor, an Agent representing the contractor, or the Person responsible for the construction.

1. Complete the application.
 - i. Submittals must be a clear and understandable set of digital detailed plans and specifications drawn to scale which indicate in a precise manner the nature and location of all work to be accomplished. Incomplete submittals will not be accepted.
2. Once the application, with the construction plans and documents, is accepted we will begin the review process. Review time is based upon current workload.
3. When released for construction, you will be notified that the permit is awaiting payment.
 - i. Permit and Utility Fees are due prior to permit issuance.
 - ii. Permits may be paid at Town Hall.
4. Once all payments have been received, you will be required to print the permit placard that must be posted on the site until a Certificate of Occupancy has been issued.