

BUILDING PERMIT

New Homes

- Plans brought to the Fire Department first for location of smoke detectors.
- Application to be filled out completely.
- Heat Loss Statement to be filled out completely.
- Water/Sewer Availability signed off by DPW.
- Drainage signed off by Board of Health.
- Proposed Plot Plan must include all setbacks, two foot contours, area, depth and frontage, and it must be stamped and sealed by a professional surveyor.
- If property was given a *variance* allowing the construction of a new home, a copy of the *variance* must be attached with the application.
- Two sets of plans --18" x 24" (one set will be returned at the time the permit is issued).
- The permit fee is based on the square footage of the dwelling and will be determined by the Building Inspector.
- Two permits: Foundation only and then Full Permit when foundation is certified.

Minimum of ten days to review all plans. If plan is reviewed earlier than the ten days, you will be notified. By State Law the Inspector has 30 days to accept or deny your permit.

Certificate of Occupancy

(The house in completely done -- ready to be moved into.)

Procedures:

- You apply for the certificate of occupancy three days before the final inspections are made. There is a \$20.00 fee for the Building Department and \$10.00 fee for the Fire Department (separate checks). See Board of Health Office for their fee.
- After the dwelling is built, a certified plot plan is required with all setbacks. A certificate of occupancy will not be issued until the certified plot is received.

Final Inspections:

- This process will take two days. The first day -- Plumbing and Wiring Inspectors, DPW, Board of Health and Fire Department. The second day -- Building Inspector.
- The Building Inspector will make his inspections after and only if, the Wiring Inspector, Plumbing Inspector, DPW, Board of Health and Fire Department have given the building at least temporary approval.
- If an inspection fails or is not ready a \$25.00 reinspection fee must be paid prior to the rescheduling of another inspection.

House Number

- The house number will be issued by the Building Inspector one week before occupancy. Call this Office approximately 1 week before completion so the inspector has time to number the house.
- The house is to be numbered -- house number on the outside.