

Building Permit Approval Process

Submit the Construction documents [A] 107.1 and Applications

Building projects require the completion and submittal of a building permit application. Consult with the Building Department about procedures for your particular project. Here are some general guidelines:

- Mechanical or trade projects (electrical, plumbing, heating, cooling, and sprinklers) require the completion and submittal of a separate permit application associated with the particular trade.
- Depending on the scope of the project, plans may be required with the building permit or trade permit application. A project may require multiple permits. For example, a new house requires a building permit application along with trade permit applications for electrical, plumbing, heating, and air conditioning.
- Also, an A-2 survey /plot plan (for residential) or site plan (for commercial) must be submitted for other than interior work.

All permit applications circulate through various town offices for review and approval, depending on scope of work. Example: A New House application would require review by the following departments:

- Zoning Officer
- Inland/Wetlands Official (also reviewing erosion and storm water controls)
- Health Department (Septic system)
- Engineering (Flood Hazard Area Zone)
- Fire Marshall (Commercial and Wood Burning Stove)
- Building Official

After each department has approved the application and the appropriate fee is paid a building permit number is assigned, a permit placard is issued to post at the building site and construction can begin.

Depending on the level of complexity the approval process can take several weeks.

Permit Completion

Completed building projects result in a Certificate of Occupancy for habitable space and a Certificate of Approval for other projects. The applicant must request a final inspection. Zoning and other department compliances may be required in order for the Building Official to sign the certificate. Certificates must be signed in person by the applicant /owner at the Building Department office.