

## DOCUMENTATION REQUIREMENTS FOR OBTAINING BUILDING PERMITS

### Commercial/Residential Structures

- Application for permit (completed and signed) & applicable fee
- Workers Compensation and Liability Insurance **OR** CE-200 Form
- Survey of property showing proposed construction
- Two (2) sets of plans showing construction – **MUST BE STAMPED/SEALED**
- Driveway permit from applicable State, County or Town agency (if applicable)
- Flood Plain Permit (if applicable)

### ADDITIONS

- Application for permit (completed and signed) & applicable fee
- Workers Compensation and Liability Insurance **OR** CE-200 Form
- Survey showing location on property
- Other items as applicable to new homes (2 signed & stamped drawings for <1500 sq./ft or \$20,000)

### REMODELING/INTERIOR RENOVATION

- Application for permit (completed and signed) & applicable fee
- Other items as applicable to new homes (2 signed & stamped drawings if <1500 sq./ft. or \$20,000)

### FENCES

- Application for permit (completed and signed) & applicable fee
- Survey of property showing location of fence including height and type of fence

### DECKS

- Application for permit (completed and signed) & applicable fee
- Survey showing location of deck
- Plan to show how the deck is constructed (size and location of posts, beams, joists, decking, and railing)

### SHEDS/GARAGES

- Application for permit (completed and signed) & applicable fee
- Survey showing location of shed
- Plans showing construction or brochure from place of purchase

### SIGNAGE

- Application for permit (completed and signed) & applicable fee
- Drawing of Sign Type & Dimensions, see Sign Ordinance for more information on allowable sign
- Survey showing location of sign

### SWIMMING POOLS

- Application for permit (completed and signed) & applicable fee
- Survey of property showing location of pool
- Plans or specs indicating type of pool, enclosure or height and type of fence surrounding pool

### FIREPLACES OR WOOD STOVES

- Application for permit (completed and signed) & applicable fee
- Copy of manufacturers installation instructions
- Survey showing location of exterior chimney

### Demolition

- Application for permit (completed and signed) & applicable fee
- Asbestos Check
- National Grid disconnect