

Procedures to be followed in obtaining a Building Permit

1. The Assessor's office must sign the Department Approval Form and list the map, block, and lot numbers. This sign-off is required for all new projects.
2. The Tax Collector's office must sign the Department Approval form. Any and all taxes on that property must be paid. This is required for all projects.
3. Zoning officer must sign the Department Approval form. This sign-off is required for all building permits.
4. Waste disposal system: you must obtain approval and the appropriate sign-off from the Sanitarian or the WPCA. Information on building size, use, location, and any associated fees may be required.
5. Inland Wetlands: Any exterior work needs Inland Wetland signoff.
6. Town Roads: Obtain an excavation/driveway permit from Public Works for all new or improved driveways and for any curb cuts or right-of-way excavation. This includes but is not limited to grading, installation of water, sewers, gas, sprinklers, or other underground utilities or other permanent installations located within the Town right of way. Public Works signature is also required on the Building permit sign-off sheet. Excavation / driveway contractors must be licensed, bonded, and insured with evidence of such on file in the Public Works office prior to commencing works or fees are doubled. State roads: Contact DOT for State Permits.
7. Submit two sets of plans per application to construct or alter a one or two family home or accessory building. There shall be three sets for any other type of building (the third set is for the Fire Marshal's review). NO multi-family or commercial permits will be issued until the Fire Marshal's approval has been given and the sheet is signed off. Please allow a minimum of 5 working days and a maximum of 30 days for review of all plans.
8. Plans must contain the following:
 - SITE PLAN: It must show the location of all existing buildings, all proposed construction, well location, or city water connection, septic or sewer line location, wetlands (if any), driveway location, property lines and dimensions, setbacks, and lot area. Site plans must be signed and sealed by the surveyor.
 - BUILDING PLANS: They must contain a foundation plan, floor plans, section through the building, exterior elevations, and details of any unusual construction. All dimensions, structural information, window sizes, energy code compliant information, stairway information, smoke detector locations, etc. must be on the plans.