

TOWN OF ROXBURY

PROCEDURE FOR OBTAINING A BUILDING PERMIT

PLEASE READ CAREFULLY

FAILURE TO COMPLY WITH THESE REQUIREMENTS MAY CAUSE A DELAY IN THE APPROVAL OF YOUR APPLICATION

- The permit application must be submitted with the following:
 1. Two sets of plans, including support documentation such as engineering/product information.
 2. License/registration and letter of authorization from the homeowner.
 3. Proof of Workman's Compensation – (certificate or affidavit)
 4. Res check. (Res check is required on all new homes.
 5. Application fee. (check or cash only)
 6. Swimming pool agreement form when applicable.

Applications submitted to the building department for review will be approved or denied within 30 days. Please note that a building permit cannot be issued without the approval of all applicable departments. **IT IS THE RESPONSIBILITY OF THE APPLICANT TO SUBMIT A COMPLETED SIGN-OFF SHEET WITH THE REQUIRED APPROVALS.**