

Guide for Building Permits

The following is a list of projects that require permits in all districts before any work can be done.

New construction
Temporary structures
Additions
Alterations and conversions
Manufactured or Modular homes
Garages and Barns
Sheds, storage bldgs, green houses,
and similar type structures
Commercial sheds and tents
Decks and porches
Heating units and systems
Hot water tanks
Fireplaces, wood stoves, solid fuel
burning units, new or used
New electrical additions and
service installations
New additional plumbing
Swimming pools and hot tubs
Re-roofing and roofing repairs
Demolition of any building
Signs-temporary or permanent
Operational permits for hazard-
ous materials
Sprinkler system (for fire safety)
Permanent docks
Solar

Procedures for Obtaining Building Permits All Required Information

1. Fill out the front of the application and turn in the original form.
2. Street address where work will be done.
3. Name, address and phone number of contractor. Contractor must have current proof of both liability insurance and workman's comp. Permit will not be issued until that proof is on file. Either supply a copy of proof of insurance or if you are doing the work, yourself sign the insurance waiver in front of a Notary.
4. Enter estimated cost of construction.
5. Sign the application.
6. All applications may require 1 set of specifically detailed plans showing measurements of proposed building, set back measurements from property lines on all sides.
7. More information might be required depending on what will be constructed. Our CEO can offer information on your needs.
8. Site Plan: Every building/zoning application may require 2 copies of details, measurements of proposed building, set back measurements from the property line on all 4 sides, elevations of all sides of the structure, driveways, drainage plan, basement and surface ground water, grade elevations, utility runs and connections. You may be required to provide 2 sets of stamped plans.

**No Work May Be Started
Until A Valid Permit Has
Been Issued.**