



DIVISION OF  
PERMITS AND INSPECTIONS

**Residential Building Permit Application**

<p><b>Required Documents for New Home Construction:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 2 copies of Plot Plan <b>to scale</b></li> <li><input type="checkbox"/> 2 copies of complete construction plans</li> <li><input type="checkbox"/> 2018 IECC Residential Energy Efficiency Code</li> </ul>	<p><b>Required Documents for Additions, Alterations, Detached Structures:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 2 copies of Plot Plan <b>to scale</b></li> <li><input type="checkbox"/> 2 copies of complete construction plans</li> <li><input type="checkbox"/> Owner Builder Declaration- If completing work without licensed contractor</li> </ul>
<p>Job Address: _____</p> <p>Property Owner Name: _____</p> <p>Property Owner Address: _____ _____</p> <p>Property Owner Contact #: _____</p>	<p>Contractor Name: _____</p> <p>Contractor Address: _____ _____</p> <p>MHIC or HB License Number: _____</p> <p>Contractor Contact #: _____</p> <p>Contractor Email: _____</p>
<p>Applicant: _____</p> <p>Applicant Address: _____ _____</p> <p>Applicant Contact #: _____</p> <p>Applicant Email: _____</p> <p><b>Note: If Applicant differs from Property Owner an affidavit or signed contract will be required</b></p>	<p>Field Notification Name: _____</p> <p>Field Notification Contact #: _____</p> <p>Field Notification Email: _____</p> <p><b>Note: The field notification contact will receive all automatic notifications in relation to the permit such as issuance and inspection notifications</b></p>
<p>Upon issuance, would you like this permit mailed or issued for pickup?    <input type="checkbox"/> Mail    <input type="checkbox"/> Pick up</p> <p>If mailing, to what address: _____ _____</p>	
<p><b>Please provide a detailed description of work being performed:</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	

## Residential Building Permit Application

Foundation Size: _____ Foundation Wall Type: _____ <input type="checkbox"/> Basement: <input type="checkbox"/> Unfinished <input type="checkbox"/> Finished <input type="checkbox"/> Crawl Space <input type="checkbox"/> Concrete Slab <input type="checkbox"/> Gravel Base	Number of stories: _____ 1 <sup>st</sup> floor: _____ Sq Ft 2 <sup>nd</sup> floor: _____ Sq Ft Basement: _____ Sq Ft Garage: _____ Sq Ft Porch/Deck: _____ Sq Ft Covered? <input type="checkbox"/> Yes <input type="checkbox"/> No
Type of Heat: _____ If Gas, <input type="checkbox"/> Natural Gas <input type="checkbox"/> Propane Gas	Decorative heating appliances: <input type="checkbox"/> Pellet Stove <input type="checkbox"/> Wood Burning Fireplace <input type="checkbox"/> Gas Fireplace
Number of Bedrooms: _____ Number of Full Bathrooms: _____ Number of Half Bathrooms: _____	Exterior Finish: _____ Roof Finished Material: _____ Sprinklers: <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Total Estimated Cost of Construction: \$</b> _____	
Applicant Signature: _____ Date: _____	

### Fees

Application Fee: \$65.00 Technology Fee: \$15.00  New/Addition/Remodel/Decks/Porches/Accessory Structures: \$ .10/Sq Ft**  All new <b>habitable</b> space is subject to Excise Tax as follows: New Dwellings (1 <sup>st</sup> floor, 2 <sup>nd</sup> floor, basement): \$1.00/ Sq Ft Additions: \$0.50/ Sq Ft	Above Ground Swimming Pools: \$75.00**  In Ground Swimming Pools: \$125.00**  Solar Panels: \$50.00  Fences (Over 7 ft): \$50.00  <b>**Fees are in addition to Application and Technology fee</b> ALL FEES ARE NON-REFUNDABLE
--	--