



DIVISION OF
PERMITS AND INSPECTIONS

Residential Building Permit Application

Required Documents for New Home Construction:

- ☐ Plot Plan **to scale**
- ☐ Complete construction plans
- ☐ IECC Residential Energy Efficiency Code

Additional documents may be required
depending on the scope of work

**Required Documents for Additions, Alterations,
Detached Structures:**

- ☐ Plot Plan **to scale** (when applicable)
- ☐ Complete construction plans
- ☐ IECC Residential Energy Efficiency Code (when applicable)

Job Address: _____

Property Owner Name: _____

Property Owner Address: _____

Property Owner Contact #: _____

Contractor Name: _____

Contractor Address: _____

MHIC or HB License Number: _____

Contractor Contact #: _____

Contractor Email: _____

Applicant: _____

Applicant Address: _____

Applicant Contact #: _____

Applicant Email: _____

**Note: If Applicant differs from Property Owner an affidavit or
signed contract will be required**

Field Notification Name: _____

Field Notification Contact #: _____

Field Notification Email: _____

**Note: The field notification contact will receive all automatic
notifications in relation to the permit such as issuance and
inspection notifications**

Upon issuance, would you like this permit mailed or issued for pickup? ☐ Mail ☐ Pick up

If mailing, to what address: _____

Please provide a detailed description of work being performed:

Residential Building Permit Application

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

Fees

Application Fee: \$65.00 Technology Fee: \$15.00 New/Addition/Remodel/Decks/Porches/Accessory Structures: \$.10/Sq Ft** All new habitable space is subject to Excise Tax as follows: New Dwellings (1 st floor, 2 nd floor, basement): \$1.75/Sq Ft Additions: \$0.88/ Sq Ft	Above Ground Swimming Pools: \$75.00** In Ground Swimming Pools: \$125.00** Solar Panels: \$50.00 Fences (Over 7 ft): \$50.00 **Fees are in addition to Application and Technology fee ALL FEES ARE NON-REFUNDABLE
---	---