NEW STRUCTURE PERMITS
Submit Applications to All Departments Simultaneously

Foundation Permit

1. Health Department
   - well permit (application & $25 fee)
   - well completion report
   - plot plan with septic designs
   - septic permit ($75 fee)

2. Zoning Department
   - complete application with $10 fee
   - survey to A-2 standards including locations of all structures (2 copies)
   - site inspection

3. Building Department
   - completed application
   - complete construction plans (2 sets)
   - fee based on cost of construction

Structure Permit

1. Zoning Department
   - surveyor’s certificate - as-built foundation
     (2 copies of survey if different from above)
   - site inspection

2. Building Permit
   - completed application
   - water test for potable water
   - separate permits ($15 each plus fee based on any costs not previously included) for plumbing electric fireplace/chimney heating/a.c. alarm/security system

Note: Permits must be issued in order, but review may take place simultaneously. Building Permits must be retained onsite.

Certificate of Occupancy

Health Department
   - septic completion & as-built plans
   - water test

Zoning Department
   - site inspection & Certificate of Zoning Compliance
     (elevation certificate if in flood zone)
     (as-built site plan for S.D.P. and S.E. applications)

Building Department
   - final inspection for compliance with State Building Code
     check with Building Official for any application specific requirements