

## **BUILDING PERMIT CHECK LIST**

**Applications for new construction, accessory buildings, additions, detached structures/mechanicals, swimming pools, (these examples are not all inclusive) require other department approvals.**

1. Building permit application (*application is not a permit until signed by Building Official*)  
\*Applicant must submit an application signed by Tax Collector.  
Tear Down-Rebuilds require Demolition Application to be filed with Building Application.
2. Zoning & Inland Wetlands application (**Floodplain permit application if in Flood Zone**)
3. Health permit application (B100a/Engineered Plan Review)
4. Applicable worker's compensation insurance affidavit (copy attached to Building Application)
5. Applicable licensure of all contractors (Copy of License attached to Building Application)
6. **2 sets of building plans** – must be clear in detail showing structural, elevations, sectional views, bearing load paths, framing and material details.(additional PDF copy welcomed)
7. **2 site plans** with distances included showing the following:  
(additional PDF copy welcomed)
  - a. all property lines
  - b. building set back lines (zoning)
  - c. all existing structures on the property
  - d. all proposed structures, and/or additions, HVAC unit placements
  - e. existing septic tank and leaching system location
  - f. location of soil testing (deep test pits and percolation tests required for all additions and new structures\*\*)
  - g. code compliant septic system location (see attached health code section 19-13-B100a)
  - h. well location or water line location
  - i. wetlands locations (if known)
8. 2 copies of the engineer designed septic system if this has been required by the Sanitarian.  
(additional PDF copy welcomed)

**Once a completed packet of applications is submitted with applicable fees it is reviewed by all departments prior to being signed by the Building Official:**

**\*\*If soil testing has not been done on the property, it must be done as part of the permit process for new construction, accessory structure, additions.**

Any existing soil testing will be in your property file in the Land Use Department.

Soil testing requires the services of a backhoe. Fill out a Soil testing application and make an appointment to witness the soil testing with Sonia Marino, Health Department at 860-399-3047.