

WHEN DO I

NEED A

**BUILDING
PERMIT**

**ANSWERS TO ALL OF
THESE QUESTIONS AND
MORE**

BUILDING PERMITS – Frequently Asked Questions

- Do I need a building permit to add an additional bathroom?
- Is a building permit required for a small storage shed in my back yard?
- How long does it take to get a building permit after the application is filed?
- Do I need a building permit for a small addition to a house?
- When do I need a permit for interior or exterior alterations to a house?
- Do I need a permit to enclose a porch?
- Do I need a permit for a deck or a pool?
- How do I arrange for soil testing?
- How far does my addition/deck/garage/pool need to be from the septic tank/leaching fields?
- What information do I need to file for a Building Permit?
- When work is completed, what do I do?

Q. Do I need a building permit to add an additional bathroom?

A. Yes, if it is a commercial building; no, if it is a residence. However, plumbing and electrical permits are always required. The property owner may apply for the required building permit; the licensed plumber and licensed electrician must apply for their respective permits before the work is initiated.

Q. Is a building permit required for a small storage shed in my back yard?

A. Yes, a building permit is required. If the shed is 150 square feet or less, special reduced side yard limits may apply.

Q. How long does it take to get a building permit after the application is filed?

A. The processing time required before approval and issuance varies for different types of construction projects. Permits for interior renovations, roofing and siding may be issued the same week. More detailed construction projects will require review of construction plans and other related issues by Land Use personnel. Providing ALL of the required information with the application will expedite the approval. Failure to provide the information may mean REJECTION of your application.

Q. Do I need a building permit for a small addition to a house?

A. Yes.

Q. When do I need a permit for interior or exterior alterations to a house?

A. All electrical or plumbing work requires a permit. A building permit is required for any work on the exterior, roof/siding/replacement windows. A building permit is required for interior alterations.

Q. Do I need a permit to enclose a porch?

A. If you are screening in an existing covered porch a permit is **not** required. If you are making a weatherproof enclosure of an existing porch, a permit **is** required. Because it extends the "indoor" area of the house, enclosing a porch is considered additional living area and considered as an addition that is subject to the same setback limitations as the house itself.

Q. Do I need a permit for a deck or a pool?

A. Yes.

Q. How do I arrange for soil testing?

- A. (1) The property owner needs to hire the services of a person with a backhoe (a list is available in the Land Use Department).
(2) An appointment is made with the Sanitarian to witness the testing.
(3) Then a "Request for Soil Testing" form must be completed and submitted with a \$50 fee.

Q. How far does my addition/deck/garage/pool need to be from the septic tank/leaching fields?

A. In general, any addition to your house must be fifteen feet from any part of the existing septic system. Accessory structures, such as a deck, garage or pool, requires separation distances of between five and twenty-five feet.

Q. What information do I need to file for a Building Permit?

1. Building permit application to include contractor's license number and cell phone number.
2. Zoning compliance and health permit application if increasing the footprint of the structure or enlarging the living space.
3. Applicable worker's compensation insurance affidavit.
4. 2 sets of building plans clearly drawn to scale.
5. 1 site plan with distances included showing the following (where applicable):
 - a. all property lines
 - b. building set back lines (zoning)
 - c. all existing structures and proposed structures and/or additions on the property
 - d. existing septic tank and leaching system location
 - e. location of soil testing (deep test pits and percolation tests this is required for all additions and new structures)
 - f. code compliant septic system location
 - g. well location or water line location
 - h. wetlands locations (if known)

Q. When work is completed what do I do?

- A. Call for a final inspection. Most permits require a final inspection to ensure that the work is safe and conforms to Land-use Codes before a Certification of Occupancy or a Certificate of Completion can be issued.

If you have any questions do not hesitate to call the Land-use office at 399-3047.