

DIRECTIONS FOR APPLICANTS

Instructions to be given by clerk

1. Complete permit application * See below.
2. Go to Assessors Office. They will put Map and Parcel on Application. They will sign the bottom right side of Application. Make sure house number is on application and is given if needed.
3. Go to Collector's Office. They will make sure taxes are paid on the property. They will sign on bottom right, under Assessor's signature.
4. A certified plot plan is required or a mortgage survey is acceptable if notarized for all work done outside the home.
5. Fire department will review your application. Make sure all smokes are marked. You will need a plan of existing dwelling as well as new addition if this applies to you.
6. When necessary go to D.P.W. and have them stamp application.
7. Come back to the Building Inspector's Office and submit your Application with two size 11' X 17' sets of plans.
8. You will be notified by telephone when your permit is ready. Payment is due when permit is picked up.

Special Instructions - Homeowner performing work:

1. Complete any highlighted sections that apply.
2. Complete Workers' Compensation Insurance Affidavit
3. Complete Homeowners License Exemption form.
4. Complete form for Plot plan certification if required.

Special Instructions - Contractor performing work:

1. Complete any highlighted sections that apply.
2. Complete Workers' Compensation Insurance Affidavit.
3. Complete form for Plot plan certification if required.
4. Present a copy of your H.I.C. or Super's Lic. And Insurance.

Please note...Plumbing, Gas, Electrical, and Fire permits separate applications!