

BUILDING DEPARTMENT

INSTRUCTIONS FOR PERMIT APPLICATION FORM

Fill out application for Plan Examination and Building Permit

Complete the following:

- Property information – Location, map and lot number
- Owner information – Name, address and phone number
- Contractors information – Indicate the general contractor and subcontractors name, address and phone number
- Indicate the work proposed and its intended use.
- Framing type and exterior wall materials.
- Building or structure location to property setbacks.
- List the number of stories, bedrooms, baths, etc.
- Dimensions of the lot, building area, living space, etc.
- Estimated cost of proposed construction.
- Give a general description of all the proposed work, the location, the use and occupancy of all parts of the building, structure or special equipment or a change of use and any additional information as required by the building inspector.
- You are required to file a Notice of Intent (NOI) as part of a NPDES General Permit for Storm Water Discharges for small construction activities if:
 - Your project disturbs 1 acre or more of land, either by itself or as part of a larger development; and
 - Storm water could run off your site in a directed manner (culvert, ditch, storm sewer system, roadway, storm dug channel, etc.) and reach a surface water (pond, stream, wetland, etc); and
 - You are an "operator" in control of plans and specs or day-to-day site activity (owner, developer, general contractor)

NOTE: Separate permits are required for all electrical, mechanical and plumbing work performed. Each electrical, mechanical and plumbing contractor is responsible for the permits and completing the work in compliance to code.

YOUR SPECIAL ATTENTION is called to the following:

The permit is granted on the express condition that the said constructions shall, in all aspects, conform to the Building Code of this jurisdiction including the Zoning Ordinance, regulating the construction and use of buildings, and may be revoked at any time upon violation of any said ordinances.

The weatherproof placard given at the time the permit is issued must be displayed on the premises. The Building Department must be notified and inspections made of all construction work, as requested. All new buildings and additions/alterations to existing buildings require a minimum of three (3) called inspections, namely;

- Footings, drain tile systems, foundation and basement walls, prior to backfill.
- Framing prior to lath, gypsum wallboard or finish covering but after firestopping, electrical, plumbing and mechanical systems are installed.
- Final inspection when building or structure is completed.

On jobs involving reinforced concrete work, inspection must be made after steel is in place and before concrete is poured.

The building department reserves the right to reject any work which has been concealed or completed without first having been inspected and approved by the department in accordance with the requirements of the various codes.

Any deviation from the approved plans must be authorized by the approval of revised plans subject to the same procedure established for the examination of the original plans. An additional permit fee may also be charged predicated on the extent of the variation from the original plans.

Permits are not valid if construction work is not started within six (6) months from the date permit is issued.

Request for Final Inspection should be made at least 72 hours in advance by phone call to *this department* when the construction work is completed and heating apparatus has been installed. Painting or decorating is not required before Final Building Inspection.

Final Inspection and Certificate of Occupancy must be obtained before occupying the building.