

REQUIRED INFORMATION FOR PERMIT APPLICATION:

- ✓ Make sure property is **not** in a flood zone area; if it is **STOP!** An elevation certificate from a licensed surveyor/engineer will need to be provided stating the lowest floor level of the structure (including the basement) is at a minimum of one (1) foot above the 100year flood mark. Once received the permit can be issued; however, the mortgage company or lender may still require flood insurance for this property regardless of the certificate of elevation. If the required elevation cannot be shown on the survey, **no permit will be issued.**
- ✓ If property is not yet in owner's name on the tax system, a copy of the deed transferring the ownership needs to be submitted at the time of the application for permit.
- ✓ A permit application form needs to be filled out in its entirety, including all dimensions for structures being added and the use of the structure if applicable
- ✓ A contractor or "agent" for the property owner may obtain the permit; however, they must sign the permit and add "agent for owner" or as "Contractor"
- ✓ A design for the sewage system, if required for the issuance of the permit, must be completed by a licensed septic designer, or
- ✓ A Certificate of Compliance on **any system older than five (5) years old, or that does not have a current Certificate of Compliance**, will need to be submitted for any application to change the outside dimensions of a dwelling in length, width, or height. This does not include decks and open air porches.
- ✓ A detailed sketch of the property should be submitted with the permit which indicates any existing structures, roads and property lines. The proposed structure or improvement should be depicted and labeled including the setbacks from the property lines. If the property line setbacks or road setbacks cannot be met, a Variance from that particular setback will need to be obtained before a permit can be issued to begin the construction.
- ✓ Photographs of the property are helpful and can be attached to the permit.
- ✓ An ORIGINAL signature is required for the permit. We will not accept scanned or faxed signatures on permit forms.
- ✓ All applicable fees must be paid on the date of the permit issuance.

