Building Department Policies:

All documents associated with an application must be submitted digitally as pdf's.

Applications are not complete until documents are submitted digitally and the fee is paid.

Paper copies are strictly for staff use and are not to be scanned by staff for document storage.

Please obtain other approvals (Zoning, Wetlands, Health) prior to applying for your permit. The application is not complete until you have obtained all other approvals and paid required fees.

All building, plumbing, electrical, HVAC applications require a Certificate of Insurance or Affidavit and copy of license.

All applications for propane tanks and generators require a plot plan showing location. Generator plot plan must show direction of exhaust.

If you are a property owner doing 100% of the work and hiring no trades, you must sign Workers' Comp Form 7A.

If you are the property owner doing some of the work and hiring trades, even if they are not noted on the application, you must show Workers' Comp or have Form 7B notarized.

Building, Electric, Plumbing and HVAC applications must be applied for separately.

Building Department Fee Schedule

$25 for first thousand dollars of job value - $12 for every thousand dollars of job value after that. An additional 26 cents will be added to each thousand dollars of construction value, to pay for the State Code Education Fund. (This fund is paid for by assessments on the construction value of local building permits. The current rate of assessment is 26 cents per $1,000 of construction value.)

Building Department Refund Policy

Upon request, the town will refund 80% of any fee paid, for the following types of permits, for which the project is not moving forward:

Building

Electrical

Plumbing

HVAC

Demolition

The refund will be issued to the person/company who paid the fee.

Please submit a written cancellation request to the Building Department, referencing the address, reason for cancellation of the application, and type of permit.

Richard Pleines, Building Official