

BUILDING PERMIT INFORMATION AND CHECKLIST

1. Determine if a permit is necessary for your project.

A permit is necessary for most work with the following exemptions:

- a. Fences: under 6 feet in height.
- b. Ordinary repairs: simple repairs excluding work on exits.
- c. Sheds: under 120 square feet (10x12 or smaller)

2. Any new structure must conform to zoning and set-back from property lines.

3. Plans must show enough detail to determine if it complies with the Building Code.

4. Plans can be drawn by the homeowner or contractor, provided that the necessary details are included.

5. An Insurance Affidavit and/or a Debris Disposal Affidavit is also required.

6. The following table consists of common tasks that require a permit and supporting information.

WHAT DO YOU WANT TO DO	TYPE OF APPLICATION NECESSARY	PLOT PLAN	FORM B SIGN-OFFS	PLANS SHOWING CONSTRUCTION COMPONENTS
New Home*	Residential Building Application	Yes	Fire, Health, & Con Com	Yes, detailed
Addition*	Residential Building Application	Yes	Fire, Health, & Con Com	Yes, detailed
New Roofing, Siding or Windows	Roofing, Siding, & Window Application	No	None	No
Deck or Porch	Residential Building Application	Yes	Health & Con Com	Yes, detailed
Shed	Residential Building Application	Yes	Health & Con Com	Yes, basic

*** A complete application package is available for new dwellings and additions, including Forms and Instructions.**