

When applying for a residential One and/or Two Family residential project, please provide the following information when applying for a permit so that we have the information necessary to process the permit efficiently.

New Construction One or Two Family Homes

- Plot Plan – showing the location of the proposed building on the lot and dimensions from the property lines to the structure to verify required setbacks, foundation drainage and driveway location.
- Full scale drawings (1/4" = 1 foot) to include:
 - Foundation plan showing any steps in the foundation wall, dimensions etc.
 - Floor plans (basement, 1st, 2nd etc. as necessary) with rooms identified, all window/door sizes and locations.
 - Elevations (N, S, E, W all sides) showing window/door locations, exterior stairs, entries and including garage if applicable.
 - Structural Plans – building cross sections, framing plans, illustrations to show how the building will be constructed including sizes of structural members and engineered lumber specifications, truss designs, beam specifications, etc.
 - Other Information – including emergency egress/rescue provisions, exterior landings, accessory structures, etc.
- PUC Verification of Energy Code Compliance
- Completed Driveway Permit Application (including a check for \$70.00)
- Approved Septic System Plans (if not served by public sewer)
- A **completed, signed and dated**, Building Permit Application

Residential - One and Two Family Renovation/Remodeling

- Full scale drawings (1/4" = 1 foot) to include:
 - Floor plans with rooms identified, all window/door sizes and locations showing the existing conditions prior to the work being done and a plan of the changes being proposed.
 - Structural Plans– building cross sections, framing plans, illustrations to show how the structural elements will be affected by the work, including sizes of structural members and engineered lumber specifications, truss designs, beam specifications, etc.
 - Other Information – including emergency egress/rescue provisions,
 - Compliance with the code required smoke detector upgrades if necessary.
- A **completed, signed and dated**, Building Permit Application

Residential – One and Two Family Additions

- Plot Plan – showing the location of the proposed building addition on the lot and dimensions from the property lines to the structure to verify required setbacks, foundation drainage, and driveway location.
- Full scale drawings (1/4" = 1 foot) to include:
 - Foundation plan showing any steps in the foundation wall, dimensions etc.
 - Floor plans (basement, 1st, 2nd etc as necessary) with rooms identified, all window/door locations.
 - Elevations showing window/door locations, exterior stairs, entries including garage if applicable.
 - Structural – building cross sections, framing plans, illustrations to show how the building will be constructed including sizes of structural members and engineered lumber specifications, truss designs, beam specifications, etc.
 - Other Information – including emergency egress/rescue provisions, exterior landings, accessory structures, etc.
 - Compliance with the code required smoke detector upgrades if necessary.
- **A completed, signed and dated**, Building Permit Application

Basement Fit-Ups

- Full scale drawings (1/4" = 1 foot) to include:
 - Floor plans showing existing conditions, including location of fuel burning appliances, locations and sizes of windows, doors.
 - Indications that show how the combustion/ventilation air will be provided to the fuel burning appliances.
 - Indications that show how the space will be heated and ventilated if there are insufficient windows.
 - Floor plans showing identifying the spaces and how they will be used, means being provided for emergency escape and rescue, ceiling heights, insulation
 - Compliance with the code required smoke detector upgrades if necessary.
- If additional bedrooms are being created and the building is on a septic system, provide a copy of the septic system approval and verify system is capable of handling the additional load.
- **A completed, signed and dated**, Building Permit Application.

Pools

- Plot Plan – showing location of proposed pool in relation to property lines (5'0" minimum), other utilities, drains, septic systems, wetlands, an indication of grade contours and modifications, etc.
- Pool Plan – showing size of proposed pool, the pool equipment area, indications on whether pool heating equipment will be installed and if so the location of utility feeds, the barrier (fencing) provisions.

- A **completed, signed and dated**, Building Permit Application.

Garages

- Plot Plan – showing the location of the proposed garage on the lot and dimensions from the property lines to the structure to verify required setbacks, foundation drainage, and driveway location.
- Full scale drawings (1/4" = 1 foot) to include:
 - Foundation plan showing any steps in the foundation wall, dimensions etc.
 - Floor plans with rooms identified including all window/door locations.
 - Elevations showing window/door locations, exterior stairs, entries including overhead garage doors.
 - Structural – building cross sections, framing plans, illustrations to show how the building will be constructed including sizes of structural members and engineered lumber specifications, truss designs, beam specifications, etc.
- A **completed, signed and dated**, Building Permit Application.

Decks

- Plot Plan – showing proposed location of deck in relation to the existing building, property lines, other utilities, drains, septic systems, wetlands, etc.
- Deck Plan – showing dimensions of deck and the construction details such as post supports spacing, girder sizes, and joist sizes framing details as needed.
- A **completed, signed and dated**, Building Permit Application.

Sheds

- Plot Plan – showing proposed location of shed in relation to the existing building, property lines (as specified in [Section 28-5-32](#) of the Zoning Ordinance), other utilities, drains, septic systems, wetlands, etc.
- A **completed, signed and dated**, Building Permit Application.