



**Building Permit Application - NEW SINGLE FAMILY HOME**

*Office Use* Cost of Construction: \$ \_\_\_\_\_ Fee: \$ \_\_\_\_\_ Chk #: \_\_\_\_\_ Cash: \_\_\_\_\_  
 Zoning District: \_\_\_\_\_ HD-A: \_\_\_\_\_ Map #: \_\_\_\_\_ Lot #: \_\_\_\_\_ Building Permit #: \_\_\_\_\_

*Print in Ink or Type. Complete all blanks.*

PROPERTY OWNER			
Name: _____			
Address: _____			
City:	St. Number	Street Name	State: Zip:
Phone: ( ) _____	Fax: ( ) _____		
Cell Phone / Pager: ( ) _____			

PERMIT APPLICANT			
Name: _____			
Address: _____			
City:	St. Number	Street Name	State: Zip:
Phone: ( ) _____	Fax: ( ) _____		
Cell Phone / Pager: ( ) _____			

Address of New Home: \_\_\_\_\_  
Street Number Street Name

Contractor Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_ Cell/Pager: ( ) \_\_\_\_\_

**Building Lot and Structure-Land Use Information**

Area of Lot: \_\_\_\_\_ S.F. ; Front Property Line Dimension: \_\_\_\_\_ Ft. ; Rear Property Line Dimension: \_\_\_\_\_ Ft.  
 Left Side Property Line Dimension: \_\_\_\_\_ Ft. ; Right Side Property Line Dimension: \_\_\_\_\_ Ft

Dimensions of Building(s) & Structure(s) Proposed

	Size*	S.F.. of Footprint	#. of Stories	Ht. of Struct.	Basement (Y/N)
Main House:	_____ x _____	_____	_____	_____	_____
Attached Garage:	_____ x _____	_____	_____	_____	_____
Enclosed Sunroom:	_____ x _____	_____	_____	_____	_____
Porch #1:	_____ x _____	_____	_____	_____	_____
Porch #2:	_____ x _____	_____	_____	_____	_____
Deck	_____ x _____	_____	_____	_____	_____
Detached Garage:	_____ x _____	_____	_____	_____	_____
Shed:	_____ x _____	_____	_____	_____	_____
Other:	_____ x _____	_____	_____	_____	_____
Other:	_____ x _____	_____	_____	_____	_____
<b>TOTAL SQUARE FOOTAGE:</b>		<b>SUM = _____ SF</b>			

\* If main house is irregular in size, write "irregular" and fill the foundation square foot area under "SF of footprint".

Building Setback Dimensions (Indicate the least setback dimension for each.)

Front Setback: \_\_\_\_\_ Ft. ; Rear Setback: \_\_\_\_\_ Ft. ; Left Side Setback: \_\_\_\_\_ Ft. ; Right Side Setback: \_\_\_\_\_ Ft.  
 Closest to nearest Wetlands (If applicable): \_\_\_\_\_ Ft.  Inland Wetland  Coastal Wetland

*All above information shall be shown on a site plan submitted with this application.*

Every home is different in terms of layout and framing details. Therefore, it is imperative that a full set of construction plans be submitted with this application. The plans must show a dimensioned layout of all rooms and spaces, in enough detail to determine building code compliance with the proposed construction. The following is a list of specific items to be included with the plans and specifications:

- Foundation plan including anchor bolt/strap information.
- Floor plan of each story. (Show attic access location.)
- Framing plan of each story including sizes & spacings of joists and beams.
- Roof framing plan including sizes & spacings of rafters and roofing materials.
- If cathedral ceiling design, provide supported ridge details.
- Framing cross sections where applicable.
- Wall sections, showing all wall materials, including header sizes.
- Bedroom window sizes and if "tilt-clean" style.
- Insulation amounts on all exterior walls and ceilings (Including basement).
- All interior and exterior stair details showing tread depth, riser height, and guard protection.
- Stair handrail and deck guardrail details.
- Location of hard wired smoke detectors.

Also indicate information on the various additional trades or features listed below:

Sewerage System: City Sewer? Y / N                      Subsurface? Y / N                      State Septic Permit Number \_\_\_\_\_  
 City Water? Y / N                      State Well Permit Number: \_\_\_\_\_  
 Plumbing Contractor: (Separate Permit Required) \_\_\_\_\_  
 Mechanical Contractor: (Separate Permit Required) \_\_\_\_\_  
 Electrical Contractor: (Separate Permit Required) \_\_\_\_\_  
 Fire Sprinkler System?: Y / N (Separate Permit Required) Contractor \_\_\_\_\_

**Expanded description of work :**

\_\_\_\_\_  
 \_\_\_\_\_

**National Flood Insurance Program Data:** Flood Insurance Rate Map (FIRM) Community Number: 330139  
 Map Panel Number: \_\_\_\_\_ FIRM Zone \*: \_\_\_\_\_ Base Flood Elevation (BFE): 9 feet (NGVD)  
 Elevation of lowest floor (including basement): \_\_\_\_\_ feet (NGVD) Elevation Certificate Submitted (Y/N): \_\_\_\_\_

\* If building is NOT located in a Special Flood Hazard Area (SFHA) check here: \_\_\_\_\_

**NOTE:** If the building addition is within the SFHA, an *Elevation Certificate* is required to be completed by a licensed design professional. If building IS located in a SFHA based on the FIRM, but a land survey shows the property is either outside the floodplain or the actual elevation of the lowest floor level is above the BFE, then a Letter of Map Amendment (LOMA) should be completed by the owner and/or design professional.

Plans Submitted: Site \_\_\_ Floor \_\_\_ Framing \_\_\_ Electrical \_\_\_ Plumbing \_\_\_ Mechiancal \_\_\_ *Rolled* \_\_\_  
 Other \_\_\_\_\_

**Total Cost of House Construction \$** \_\_\_\_\_ **Total Occupiable Area:** \_\_\_\_\_ **S.F.**

I certify that the information given is true and correct to the best of my knowledge. **No change from the above information will be made without approval of the Building Inspector.** Construction activities shall not commence until the Building Permit is issued.

I realize that when all necessary approvals have been acquired, a Building Permit may be granted by the Building Inspector to allow construction in conformance with this application and the plans/specifications submitted in support of said construction only.

I further acknowledge that the proposed structure shall not be occupied or otherwise utilized without the issuance of a Building Certificate of Occupancy and only after all necessary inspections have been requested and completed. I am also aware that the disposal of waste generated from this project is my responsibility and not part of the City's Trash/Recycling Program.

\_\_\_\_\_  
 Signature of Applicant

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 If Not Owner, State Relationship