

BUILDING AND PLANNING AND ZONING APPLICATION CHECK LIST

BUILDING PERMIT APPLICATION (Fee to be determined)**

- A. Complete information on front side of application.
- B. Provide all Owner, Contractor and Architect information on back.
- C. Owner must sign and date.
- D. Provide architectural cut sheets, materials list, etc.
- E. **No fee is collected for the building permit until the application is approved.**
- F. **Electrical, Plumbing and Heating Permits are applied for separately.**
- G. Please be advised that a **final inspection** must be done for **ALL** permits prior to issuance of a Certificate of Occupancy.

ZONING PERMIT APPLICATION (\$35.00 Fee for under 300 sq. ft./\$100.00 over 300 sq. ft.)**
(A Residential Construction Zoning Permit is required for additions, sheds, pools, decks, etc.
Please be sure to fill out a residential construction zoning permit if needed).

- A. Provide Owner/Applicant Information - Owner must always sign
- B. **Obtain an Assessors Field Card, (Assessors Office) and complete all information**
- C. Attach a letter from the **Tax Office** stating that Taxes are paid.
- D. **Chesprocott must approve and stamp the Zoning application and the Plot Plan** (for new construction they will only stamp the plot plan).
- E. The Zoning Officer will not approve the application without all pertinent information.
- F. **Zoning Application Fee is due upon receipt of this application.**
- G. Note type of map attached.
- H. Give detailed explanation of project.
- I. You must show your setbacks for the project.
- J. Figures must be computed for lot coverage.
- K. **A PLOT PLAN PER REGULATION #52.3.1 (SEE COPY ATTACHED) MAY BE REQUESTED BY THE ZONING ENFORCEMENT OFFICER WHEN REQUIRED.**

Once the applications are approved by the Inland/Wetland Dept. and the Zoning Dept., the Building Dept. will call you and let you know that your permit is along with the total fees due. If there is a problem with the application you will be notified.

For Dept. Use Only (If Applicable)

Application Denied By: _____

Reason Denied: _____

Signature: _____