

## Applicant's Responsibilities

When completing the Building Permit Application, please provide:

- All contact information
- Contractor insurance information
  - ❖ Worker's Comp
  - ❖ liability
  - ❖ disability benefits
- Detailed description of the project in writing
- The 1% or \$50 minimum Building Permit Fee to the Treasurer's Office
- Obtain all local zoning approvals if necessary
  - ❖ Historic Board
  - ❖ Zoning Board of Appeals
  - ❖ Planning Board

Once you receive a building permit you must **call to schedule the following critical inspections throughout the project:**

- Footing or foundation
- Concrete slab or under-floor inspection
- In flood plain districts, verification of lowest floor elevation
- Frame Inspection
- Plumbing inspection
- Rough-in Inspection
- Lath or gypsum board
- Fire resistant inspection
- Energy efficiency inspection

**NOTE: Failure to call in the Code Officer for these inspections may result in uncovering the work to perform inspections.**