



PERMIT APPLICATION

Name:		Phone:	
Address where permit is required:			
Email:			
Type of Permit:	☐ Renovation ☐ New Construction or Extension ☐ Business		

RENOVATIONS

Full details of repair/renovations	
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NEW CONSTRUCTION, EXTENSION, or BUSINESS

Size of building, extension, fence, etc.	
Description (materials to be used, etc.)	
Please indicate by drawing in the space below: ▪ Dimensions of land ▪ Location of structure on land and distance from boundary lines, other structures and high-water mark (if applicable) ▪ Floor plan (if applicable)	

This is to certify that, to the best of my knowledge, the information contained in this application is correct.

Name: _____ Signature: _____

Date: _____



BUILDING PERMIT GUIDELINES

As of May 1, 2025

A building permit shall be required for the following:

1. New Construction.
2. Addition to an existing structure and/or property (i.e.: building extensions, sheds, garages, fences, permanent swimming pools etc.).

A minimum side clearance of 5ft. shall be required from the boundary line or other structure or it shall maintain the existing profile of current structures.

3. Renovations or general repair to an existing structure (*A permit for renovations or general repair shall be required only when the value of the material is over \$2,000*).

- **A building permit fee of \$25.00 shall be charged.**
- **Any deviation from the original permit shall require an amended permit.**
- **Application for a building permit should be received by the town at least 30 days prior to the expected start date of construction.**
- **Under no circumstances will a permit be issued or construction permitted to commence until all approvals have been received from applicable government agencies. If construction does start without such approvals, a stop work order will be issued.**
- **A permit shall be valid for a period of 12 months.**