

BUILDING PERMIT CHECKLIST

Name of Applicant (s) _____

Tax Map # _____ Lot # _____ Date _____

- _____ Proof of ownership. New property owners to provide a copy of the property deed.
- _____ An existing deck or sun porch cannot be converted to living space ~ adding insulation & heat, until Building Permit is approved.
- _____ State Approved Septic System (design required for all new dwellings or when adding bedrooms to existing dwellings.) Installation of SASS required to convert from season to year round use. Supplying water to other outbuildings requires the applicant contact the DES prior to adding water.
- _____ PUC # (Required for new buildings and additions if heated with anything other than wood.
- _____ Plot Plan ~ Legible hand drawn plan acceptable clearly showing the following:
 - _____ Setbacks from boundaries
 - _____ Setbacks from roadway right-of-way
 - _____ Size of existing buildings & size of proposed construction
 - _____ Setbacks from bodies of water (Does proposed construction meet Shoreland Protection Act requirements?)
 - _____ Is driveway access clearly shown (for E-911)
 - _____ Plot Plan to be signed and dated.
 - _____ If installing or replacing oil burner, permit # from Fire Chief _____

The Selectmen and the Compliance Officer DO NOT CERTIFY your boundary lines. Issuance of this permit is based solely on the line locations provided by the applicant. Applicant is urged to engage the services of a licensed surveyor if unsure of the boundary line locations.

The Building Permit fee covers 2 site visits only. If the Compliance Officer needs to revisit the site beyond the 2 visits, each additional visit will be charged at a rate of \$40 per visit.
Payment for additional visits to be by check made payable to the Town of Stoddard.
To save the cost of additional visits, make sure all boundary lines are clearly marked.