



Richard S. Dwyer, President
Amelia Handy, Vice President
Chester M. Sebald, Treasurer
Colby Phippin, Secretary
Michelle Bradley, Assistant Secretary/Treasurer

Melinda Stafford, Town Clerk

When Applying for a Building Permit:

Permit must be assigned a permit number by Town Hall Personnel.

Permit must be filled out by the homeowner or designated applicant. If property was recently purchased, the deed must be stamped by our attorney, all monies collected, and transfer sheet turned into the Town Hall to record in the computer before a permit will be considered. **Only** the homeowner can sign the permit.

Homeowner must read, initial and date the Set Back Specifications.
Return the signed copy of Set Back Specifications attached to the Building Permit.

The homeowner or designated applicant must include a drawing of the plan, which includes your addition or your building specifications. The drawing must show front and rear footage and any side footage. This must be submitted at the same time as the permit.

The permit will be placed on the Agenda and heard by the Commissioners at the next Commissioner meeting. The meetings are held the first and third Wednesday of each month. The building permits will not be placed on the Agenda after 12:00 p.m. the Monday before a meeting. If you miss the deadline your permit will be heard at the next regular meeting. If someone other than the homeowner picks up the completed permit, we must have in writing from the homeowner permission for that person to do so.

After the building permit has been approved and signed by the Commissioners, the applicant can pick the permit up, pay appropriate fees, and get the permit stamped paid. The top copy will be released to the applicant. The town asks that the permit be displayed on the property while the work is being completed.

PLEASE NOTE: NO WORK STARTS UNTIL THE BUILDING PERMIT HAS BEEN APPROVED AND PAID.