

# **BUILDING PERMIT PROCEDURES**

- 1) Applicant will provide two copies of all plans/sketches to Town Clerk.**
- 2) Applicant will fill out Building Permit Application completely.**
- 3) Applicant will pay fee in full to Town Clerk based on project type.**
- 4) Application is forwarded to Town Administrator for Zoning and Critical Area assessment determination.**
- 5) Town Clerk will contain MDIA for approval of plans.**
- 6) Application will be approved or disapproved with notification sent to applicant.**
- 7) If application is approved, then Building Permit is issued (this is prior to commencement of work).**
- 8) Approved application with Building Permit number is sent to MDIA.**
- 9) As work progresses, applicant will contact MDIA (1-800-242-6342) for inspections (i.e. footers, rough, etc).**
- 10) MDIA will bill Town for entire fee after first inspection.**
- 11) Town will pay MDIA and will file approved application for 15 years.**
- 12) If project is cancelled for any reason the Town will retain 30% of collected fee.**
- 13) If project is cancelled after first inspection by MDIA there will be NO REFUND OF FEES.**

