

CUSTOMER ASSISTANCE GUIDE

BUILDING PERMIT APPLICATION SUBMITTAL REQUIREMENTS RESIDENTIAL ADDITIONS AND NEW CONSTRUCTION

(Bedroom - Family Room - Kitchen - Etc.)

- ❖ Please read all of the following information.
- ❖ The following is a checklist. You must have a "checkmark" in all the sections listed below prior to your application being reviewed.

PROJECT ADDRESS: _____

Date Submitted: _____

Complete and return:

- ____ A Completed Building Permit Application
- ____ A Cross Section diagram of how you're building your Structure
- ____ A Completed Rescheck or insulation form (If applicable)
- ____ A Driveway Opening Permit
- ____ Electrical permit Homeowner or ____ Electrical permit Master
- ____ Plumbing Permit Homeowner or ____ Plumbing Permit Master
- ____ Signed 2021 code update letter

Submit:

- ____ A plot plan showing the proposed work, the outside dimensions of the structure, the distances in feet, to the front, sides, and rear property lines and any other structures on the property.
- ____ Septic System Design or In town Sewer connection (if a new structure).
- ____ A Deed showing ownership of land if different than what is already on file with the town
- ____ A Complete set of PLANS that show IN DETAIL code compliance

Norway Code Enforcement Officer will review plans submitted to determine code compliance. If the minimum submittal requirements are not met, we will ask the applicant to supply additional information. If the minimum requirements are met the plans will be marked "approved". A building permit will be issued and the applicant will be notified when they can pick-up the permit at the Town Office. Building Permit fees shall be paid after the review and issuance of the permit. Then during construction, the inspection procedures of all the required inspections must be performed to receive the Certificate of Occupancy.