**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 t o your application being reviewed.

PROJECT:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Submitted:\_\_\_\_\_\_\_\_\_

C**omplete 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

\_\_\_\_ An HVAC Permit (as of July 1, 2024)

**Submit:**

**\_\_\_\_** Aplot 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 Sewer Entrance (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 i inspections must be performed to receive the Certificate of Occupancy.

**CUSTOMER ASSISTANCE GUIDE**

**BUILDING PERMIT APPLICATION SUBMITTAL REQUIREMENTS DECKS**

* 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 submitting your application.

\_\_\_\_ Completed building permit application

\_ A Plot plan showing the proposed deck, 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.

\_\_\_\_ A Cross Section of the deck of how it goes together

**SHED – GARAGE - ACCESSORY STRUCTURE**

\_\_\_\_ Completed building permit application

\_ A Plot plan showing the proposed structure, 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.

\_\_\_\_ A Cross Section of the structure of how it goes together

\_\_\_\_ Any Electrical run

\_\_\_\_ Any Plumbing run

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 ii inspections must be performed to receive the Certificate of Occupancy.