

BUILDING PERMIT REQUIREMENTS CHECKLIST
PLEASE SUBMIT THE FOLLOWING AS APPLICABLE

- ❑ Application form completed.
- ❑ Application fee.
- ❑ Two (2) sets of plans and specifications of the proposed work and/or buildings to be constructed, including at least two elevations, floor plans, framing plan, section drawings and any detail drawings needed to indicate conformance with all applicable codes. Include mechanical, electrical, plumbing and energy drawings. Plans will be stamped for approval and one (1) set returned to the owner to be kept on site during construction.
- ❑ One (1) copy of the State's approved certificate for private septic system construction and one (1) copy of the engineers drawings of the septic system; or plans indicating how sewer and/or storm drainage are to be connected to Town Services.
- ❑ A Certification of Energy Code Compliance if applicable.
- ❑ If new bedrooms, bathrooms or kitchens are being added, Department of Public Works approval is required.
- ❑ If the structure is to be sprinkled, Department of Public Works and Durham Fire Department approval is required.
- ❑ Approved driveway permit, either State or Town as applicable. Town Driveway Permits can be obtained from the Department of Public Works.
- ❑ Electrical & plumbing permits to be taken out by licensed contractors or by the owner if the owner is doing the work.**
- ❑ Evidence of road bond or road construction approval (in the case of newly created roads).
- ❑ Evidence of bonding if commercial.
- ❑ Copy of approved site plan if applicable (commercial only).

**Gas and Oil mechanical permits must be obtained through the Durham Fire Department.