

# ADDITIONS & ACCESSORY APARTMENT ADDITIONS

Applications for building permits will be reviewed when a complete application package is received by the Inspector of Buildings. It is the applicant's responsibility to guide the permit application through the appropriate departments. If you submit an incomplete application package, your application will be returned without review. The Inspector of Buildings is required by law to act on each complete application within 30 days. Under normal conditions applications are reviewed within a week or so.

**SEE ASBESTOS REMOVAL FACT SHEET ATTACHED.**

An application package includes:

1. Completed building application form, available in the office only.

***This application must be signed by the Treasurer's Office, Town Engineer (Official Map Status), Director of the Board of Health and the Conservation agent. \* Accessory Apartment additions require an additional signature from the Director of Planning.***

2. Certified plot plan showing existing structures and proposed addition drawn to scale, with setbacks shown. **\*Accessory Apartment plot plan must show driveway.**

3. Photocopy of Builder's License and Home Improvement Contractor's Registration and a Worker's Compensation Affidavit filled out and signed by the contractor.

4. If you are acting on behalf of the owner, the owner must sign in the appropriate place on the building permit application.

5. One set of drawings.\* **Framing Plans Required: (Plan & Section Views)**  
(No drawings larger than 11 x 17 inches - No more than 8 pages)

**\*Accessory Apartment plans must include elevation plans showing front, side and rear.**

***\*For unusual, special or complex construction or materials, supporting documentation (ie, architect or engineer's stamp or manufacturer's engineering calculation sheet) may be required. Examples: laminated veneer lumber, cathedral ceilings, glue lams, steel.***

6. Appendix J - (Energy Conservation Application Form for Additions).

A new certified plot plan is required prior to the final sign-off.

**SPECIAL NOTE: Altering a nonconforming structure requires a Special Permit from the Board of Appeals.**

**WOODSTOVES AND FACTORY-BUILT FIREPLACES REQUIRE  
SEPARATE PERMITS**