

Building Permit Checklist

Yes	No	NA	
			1. Complete building permit application and submit one week prior to the Historic District Commission meeting date.
			2. List all work/and or structures being built (including fences, decks, patios, porches, driveway, sidewalk, signs, etc.
			3. Attach (4) copies of plot plan (5 copies if commercial bldg. or residences
			4. Plot plan needs to show all lot lines for entire property and dimensions
			5. Plot plan needs to show distance from the new structure (s) to the front, rear and side property lines shall be shown in feet and effect on the public way and waterways.
			6. All structures on the property need to be shown including new ones. Size of each structure needs to be shown.
			7. The primary street at the bottom of the drawing.
			8. Setbacks of all structures; setbacks need to be measured from the closest point to the closest point.
			9. Bump out structures or air conditioner/heat pump compressors shall not encroach into any setbacks.
			10. Note the following calculations on the site plan
			<i>A. Total square footage of the lot</i>
			<i>B. Total impervious surface square footage and percentage (figures to include square footage of all existing structures.)</i>
			<i>C. In required, show limit of clearance/disturbance</i>
			<i>D. Show locations of any/all trees to be removed for construction of the structures.</i>
			<i>E. If the lot, or part of the lot, is within the 100ft Critical Area Buffer, show the buffer line on the lot.</i>
			<i>F. If the lot, or part of the lot, is in the Floodplain A13 zone, site plan/survey will need to show floodplain.</i>
			<i>G. Attach (4) copies of building drawings (5 copies if commercial building or residence resides in Historic District.</i>
			<i>H. If deck is to be constructed & not shown on primary building drawings, submit a separate set of drawings for deck.</i>
			12. HOA Approval if required (Trinity Woods Preserve, Scott Gardens, Cool Springs)
			13. If in Historic District a list of material used must be supplied.
			14, Historic Significant Structure (Date or estimated date existing structure was built if known.)
			15. Permit required for demolition.
			16. Sign/date all places where such is required.

*A minor building permit is for fencing, taking down of trees, major landscaping, fences, nothing structural

*A major building permit is for anything requiring a county permit (i.e. sheds, additions, inground/above ground pools, garages, decks, patios, porches and/or the enclosing thereof, solar panels, any inside work requiring a county permit)

*Property Owner must sign the building permit or provide a letter of authorization for the work being completed.

*Water and /or sewer connection fees must be paid before a permit can be issued.

*If required, applicant must apply for a county permit after receiving a town permit. After receiving a county permit, return entire packet to the Town Hall for final approval and sign off.

*Application will contain any further qualifications/conditions required and/or applicant will execute any other certifications required by the Town.

*This form fully filled out is part of the application process and must be submitted at the time of the permit submission.

*For historic review/approval application must be received no later than three (3) days before the Historic District Commission monthly meeting. If in Historic District all work must comply to Historic Zoning Code.

Applicant's Signature

Date

TOWN OF CHARLESTOWN

APPLICATION FOR CONSTRUCTION ZONING / BUILDING PERMIT

Minor Building Permit (\$20.00)

Major Building Permit (\$50.00)

See Building Permit Checklist for explanation of which building permit you need

Applicant Information

Application Date:
Applicant
Address
Property Owner
Address
Builder/Contractor
Address

Work Site Information

MAP GRID PARCEL LOT NO. ZONING CAC FLOOD-PLAIN

FOREST RETENTION EASEMENT RESTRICTIONS NON TIDAL WETLANDS

Address
Located in Historic District?
Dimensions of Lot
Present Use
Public Water Service
Public Sewer Service
If structure is proposed:
Foundation*
Roofing*
Basement*
Estimated Project Cost:
Brief Description of Proposed Work

Signature of Owner or Authorized Agent and/or Signature of Applicant or Agent

FOUR (4) COPIES (5) COPIES IF IN HISTORIC DISTRICT) OF SCALED SITE & BUILDING PLANS SHOULD ACCOMPANY THIS APPLICATION. SITE PLAN MUST SHOW DIMENSIONS OF LOT & SIZE OF ALL EXISTING & PROPOSED STRUCTURES INCLUDING DISTANCES FROM PROPERTY LINES.

SITE PLANS & DOCUMENTS ACCOMPANYING THIS PERMIT MUST BE SIGNED AND DATED.

.....(FOR OFFICE USE ONLY).....

CHARLESTOWN HISTORIC DISTRICT COMMISSION

Recommendation: Approval [] Disapproval [] Reason:

Date: Signature :

OFFICE USE

Fee Amount: Receipt/Check # Date Pd: Initials:

* If Applicable, otherwise N/A APPLICATION #

**(FOR OFFICE USE ONLY)
CHARLESTOWN ZONING ADMINISTRATOR**

WATER & SEWER CONNECTION FEES TO BE PAID PRIOR TO RELEASE OF PERMIT TO COUNTY

WATER CONNECTION FEE: _____ SEWER CONNECTION FEE: _____

ADDITIONAL FEES DUE: _____

DATE PAID: _____ RECEIPT/CHECK# _____ INITIALS: _____

IS A COUNTY PERMIT REQUIRED? _____ **YES** _____ **NO**

[] **Application denied** for the following reason(s) : _____

[] **Application Final Approval** (NO COUNTY PERMIT IS REQUIRED) subject to the following restriction(s): _____

[] **Application Preliminary Approval** (COUNTY PERMIT & "TOWN" FINAL APPROVAL IS REQUIRED BEFORE WORK MAY BEGIN.)

Date: _____ Signature: _____

COMPLETE THE FOLLOWING SECTION ONLY IF A COUNTY PERMIT IS REQUIRED

County Permit Received & Reviewed: _____ Yes _____ No

[] Application Final Approval

[] Application Final Approval subject to the following restriction(s): _____

Date: _____ Final Approval: _____

If "Yes" is checked below, this requirement must be completed:

The following shall be required from a licensed surveyor/engineer upon the completion of the foundation and/or footer stage:

As Built Survey: Yes [] No [] Full Blown Survey: Yes [] No []

Work Must Not Continue Beyond This Stage Until the Above is Reviewed by the Town.

THE ABOVE MUST SHOW THE FOLLOWING: Yes No

Distance from structure(s) to property lines _____ _____