

# Building and Inspections Dept. FAQs

## RESEARCH YOUR PROPERTY- BEFORE NOT AFTER.

You are the homeowner or the business owner. You have invested time and energy and a substantial sum of money into your investments. You will be relying on the structural safety of the building that surrounds you each day, at home and at work. Research your investment before and not after your purchase.

Find out if there are outstanding code violations or zoning violations on the property. “Buyer beware” is an old saying, however it is very much evident when a problem arises later. Has all the work that has been done at the building been permitted and approved by the local officials? Are there records to substantiate this? Has a 21E assessment ever been done of the property? Is asbestos present?

Problems can be avoided if you do homework, first. Engineers, architects and other professional personnel may be needed if the work was done illegally or in violation of any codes. Your investment could be in serious jeopardy if the building is not in compliance.

## HOW DOES THE PERMIT PROCESS WORK?

When do you need a permit? Permit are typically required for the following, but remember to check with the department, as some towns require permits for other construction activity. What is the permit process? The process is generally the same for building, wiring, and plumbing. In addition, fire prevention and sprinkler permits will also require the Input and approval of the local fire department.

|                       |                                  |
|-----------------------|----------------------------------|
| Additions             | New Construction                 |
| Alarm Systems         | Parking areas                    |
| Decks/sheds           | Insulation                       |
| Demolitions           | Temporary Structures             |
| Fireplace/Wood stoves | Swimming Pools (above/in ground) |
| Most Renovations      | Mechanical Systems               |
| Egress Doors          | Prefabricated structures         |
| Windows               | Plumbing/Electrical systems      |
| Siding                | Roofing                          |

**Step One:** Submit the application and documentation to the department. You may need to consult with other town departments and boards of committees for their approval.

**Step Two:** Consideration and review of all applications, documents, and plans against all applicable codes, rules and regulations.

**Step Three:** Decision from the inspector. Your application may be approved or denied. There are appeal processes that will be explained to you if denied.

**Step Four:** Inspection of the work in progress. Each phase must be inspected for completeness and for compliance with the construction documents and State Building Code.

**Step Five:** Final signoffs from each inspector and/or issuance of occupancy permits, if required.

**Construction is now complete!**