

TOWN OF TOWNSEND
BUILDING PERMIT APPLICATION
RESIDENTIAL- NEW DWELLINGS, ADDITIONS AND RENOVATIONS
Updated 10-15-2015

Office Use Only

Parcel Number: _____ Permit No. _____ Date Issued _____

SECTION ONE - Property Owner Information

Property Owner (s): _____
Subdivision Name: _____ Lot # _____
Mailing Address: _____
City: _____ State: _____ Zip Code: _____
Home Telephone Number: _____ Cell (optional) _____
Fax Number: _____ Email Address (optional): _____
Primary Contact for Permit: Yes _____ No _____

SECTION TWO - Contractor Information

Company Name: _____
License Number: _____ Name of License Holder: _____
Mailing Address _____
City: _____ State: _____ Zip Code: _____
Office Telephone Number: _____ Cell (optional) _____
Fax Number: _____ Email Address (optional): _____
Primary Contact for Permit: Yes _____ No _____

SECTION THREE – Type of construction

_____ New Single Family Dwelling _____ Commercial Building
_____ Residential Addition _____ Residential Renovation
_____ Other

SECTION FOUR – Scope of work (include dimensions and/or square footage areas where appropriate)

Notes:

- **In order to obtain a building permit, you cannot have any outstanding financial obligations due to the Town of Townsend at the time of application for a building permit.**
- **Submit three (3) copies of your plot/site plan with your surveyed property/boundary lines (hand drawn property lines will not be accepted). Identify the location of all proposed structures.**
- **Minimum of two (2) sets of construction documents.**
- **Payment of your permit is due upon submittal of the building permit application.**
- **Applicant responsible to verify deed restrictions.**

I certify that the information given is true and correct to the best of my knowledge. *No change from the information on this application will be made without approval of the Building Official.* Construction activities shall not commence until the Building Permit is issued.

I further acknowledge that the proposed structure shall not be occupied or otherwise utilized without obtaining approval for all required inspections and the issuance of a Building Certificate of Occupancy.

Signature of Applicant

Date

If Not Owner, State Relationship