

TOWN OF TOWNSEND

BUILDING PERMIT APPLICATION

RESIDENTIAL- NEW DWELLINGS, ADDITIONS AND RENOVATIONS

Updated 11-21-2017

Office Use Only

Parcel Number: _____ Permit No. _____ Date Issued _____

SECTION ONE - Property Owner Information

Property Owner (s): _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Home Telephone Number: _____ Cell (optional) _____

Fax Number: _____ Email Address (optional): _____

Will you be acting as the Contractor of Record: Yes _____ No _____

SECTION TWO – Project Location (i.e. where work is to be performed)

Address: _____

City: _____ State: _____ Zip Code: _____

SECTION THREE - 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): _____

Will you be acting as the Contractor of Record: Yes _____ No _____

SECTION FOUR – Type of construction

New Single Family Dwelling Commercial Building Sign Installation
 Residential Addition Residential Renovation
 Other

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

Notes:

- **In order to obtain a building permit, the property owner 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.**
- **Verify with your Homeowners Association or Maintenance Corporation to ensure compliance with your deed restrictions before applying for a building permit at the Town Hall.**

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