BUILDING PERMIT PROCEDURE FOR NEW HOME CONSTRUCTION, ADDITIONS, ALTERATIONS OR RENOVATIONS

This packet contains all necessary forms needed to obtain a building permit in the Town of Middleton. Forms submitted that are incomplete will be cause for a permit to be denied.

Step 1.) **Building Permit Application**

A.) Complete the application in its entirety.

B.) If you have engaged a contractor to construct the dwelling, a copy of his/her Constructions Supervisors License must be submitted with the application, along with a certificate showing proof of Workman's Compensation Insurance.

Step 2.) **Form "B" Lot Release Form**

A.) Submit the "Form B – Lot Release Form" to the Health Agent and Conservation Agent for their signatures in the spaces provided.

B.) When the Health Agent has reviewed and approved your septic system design plans, he will then sign the "Form B" in the space provided.

C.) If your lot contains wetlands or is within the buffer zone, the Conservation Commission will determine what action you must take to protect the wetlands prior to the start of construction.

WARNING: Do not begin any construction, including the cutting of trees until the Conservation Agent has made his determination, the requirements of the Commission have been met and the Health and Conservation Agents have signed the "Form B". Obtain permission from the Inspector of Buildings prior to clearing the lot of any trees.

Step 4.) **Homeowner License Exemption Form**

A.) If you plan to act as your own General Contractor, complete and sign this form. Remember, anyone acting as their own general contractor assumes the responsibility for compliance with the State Building Code and all other applicable, code, by-laws, rule and regulations.

Step 5.) **Contractor Information Sheet**

A.) If you have engaged a contractor to construct the dwelling, this form needs to be completed in its entirety.

Step 6.) **Debris Disposal Affidavit**

A.) Fill out the Debris Disposal Affidavit and submit it to the Inspector of Buildings. This form states where the debris from construction will be disposed of.

Step 7.) **Smoke Detector Approval**

A.) Submit three (3) sets of building plans to the Middleton Fire Department for their review and approval of required smoke detector locations. When the Fire Department review has been completed, they will return two (2) sets of the plans to you.

B.) Have the Fire Department sign "Form B".

Step 8.) **Submission**

Submit all forms with two (2) sets of plans to the Inspector of Buildings for review.

1.) Foundation Plan.
2.) Floor plans indicating the uses of all rooms and spaces.
3.) Front, rear and side profiles and elevations.
4.) Floor, wall, ceiling and roof framing diagrams.
5.) Cross-section diagrams.

Incomplete application forms and building plans will not be accepted for review.

In addition to the aforementioned documents, the following must also be submitted:

1.) A plan of the septic system, stamped and signed by the Health Agent.
2.) A copy of Conservation orders and requirements, if applicable.
3.) A copy of an acceptable well water test if dwelling is to be serviced by an on-site well.
4.) A copy of Workman's Compensation Insurance Certificate and a copy of Certificate of Liability from your insurance company listing the Town of Middleton as a certificate holder and referencing the job site.
5.) We will make a photostat copy of the Framing Contractor's Construction Supervisor's License, or Home Improvement Contractor's Registration (whichever one is required for the project).

ALLOW THIRTY (30) DAY FOR REVIEW OF ALL DOCUMENTS

***** WARNING *****

1.) No construction shall begin before a building permit has been issued or authorization to begin has been approved by the Inspector of Buildings.
2.) Any construction begun before authorization will be subject to a double permit fee. NO EXCEPTIONS will be granted.
3.) All construction sites are required to have a dumpster on site prior to the beginning of framing. All debris is to be placed in the dumpster at the end of each day.
4.) Stumps and trees shall not be buried on site and only clean fill shall be used. Any fill brought on site containing any type of construction debris or other substance will be ordered removed.
5.) No dwelling shall be occupied until a Certificate of Occupancy has been issued by the Inspector of Buildings.