

Building Permit Checklist

Required Items for Building Permit Submission

Page 1 of 2

Applicant Name _____

Property Address _____

- _____ 1. Signed and original Application for Building Permit
- _____ 2. Signed and original Certificate of Appropriateness, if in Historic District.
- _____ 3. A plan or plat drawn to a scale and showing the following in sufficient detail to enable the building inspector to ascertain whether the proposed excavation, construction, moving, or alteration is in conformance with the provisions of chapters 2 through 15 of this title:
- The actual shape, location, and dimensions of the lot to be built upon.
 - The shape, size, and location of all buildings or other structures to be erected, altered, or moved and of buildings or other structures already on the lot.
 - The existing and intended use of all such buildings or other structures.
 - Location and design of off-street parking areas and off-street loading areas. Such other information concerning the lot or adjoining lots as may be essential for determining whether the provisions of chapters 2 through 15 of this title are being observed. If the proposed excavation, construction, moving, or alteration as set forth in the application is in conformity with the provisions hereof, the building inspector shall issue a building permit for such excavation or construction. If an application for a building permit is not approved, the building inspector shall state in writing on the application the cause for such disapproval. Issuance of a permit shall, in no case, be construed as waiving any provisions of chapters 2 through 15 of this title and building permits shall be void after six (6) months from date of issue unless substantial progress on the project has been made by that time.

If you have any questions regarding any of the above information you may contact Town Hall at 423-869-3860.

I was given and read a copy of the Building Permit Information Sheet and agree to abide by these codes.

Yes _____ No _____

I was given and read a copy of Municipal Zoning Codes and agree to abide by these codes if issued a permit by the appropriate committees.

Yes _____ No _____

I was given and read a copy of Municipal Codes concerning the Historic District and agree to abide by these codes if issued a permit by the appropriate committee(s).

Yes _____ No _____

I understand that I'm not authorized to build until plans are approved by the appropriate committee(s) and a building permit is issued.

Yes _____ No _____

Please return this form with submission

Authorized Signature and Title