

CHECK LIST AND INSTURCTIONS FOR SUBMITTING BUILDING PERMIT APPLICATION

STEP 1 - Obtaining a Building Permit Application

Building Permits are available at 465 Route 28, Dennisport and online at <http://www.town.dennis.ma.us/dept/building/building07.htm>

STEP 2 - Information Needed to File Building Permit Application (if applicable)

- Two (2) copies of Site Plan, with setbacks clearly noted on plan
- Two (2) sets each of Construction Plans (Floor Plans, Structural Design, Elevations)
- One (1) copy of Stamped Elevations from Historic (if applicable).
- A Owner's Authorization letter if different from applicant.
- Worker's Compensation Form (all applications require WC form, including home owners)
- Copies of HIC and Construction Supervisor's License.

STEP 3 SIGN OFF (Once the Building Permit Application has been filled out see the following Departments for Sign Off)

- Treasurer's Office (Located: Main Town Hall, 485 Main Street, South Dennis)
- Conservation & Natural Resource Office (Located: Main Town Hall, 485 Main Street, South Dennis)
- Historic District (Located: Annex Building, 465 Route 28, Dennisport)
- Electrical (if applicable)
- Health Department {See requirements} (Located: Annex Building, 465 Route 28, Dennisport)

Health Department Requirements

<p>A. For New Construction</p> <ul style="list-style-type: none"> <input type="checkbox"/> Completed Application for a Disposal Works Construction Permit, signed by a Licensed Installer. <input type="checkbox"/> Two (2) Original Site/Septic System Plans (or copies with original Engineer's seal, signed in red. <input type="checkbox"/> Complete Proposed Floor Plans. <input type="checkbox"/> Fee of \$100.00 (checks made payable to Town of Dennis). (IA Technology - \$150.00) <p>B. For Additions/Alterations <u>with</u> a Septic Upgrade</p> <ul style="list-style-type: none"> <input type="checkbox"/> Completed Application for a Disposal Works Construction Permit, signed by a Licensed Installer. <input type="checkbox"/> Two (2) Original Site/Septic System Plans (or copies with original Engineer's seal, signed in red. <input type="checkbox"/> Complete Existing & Proposed Floor Plans (hand drawn plans are acceptable). <input type="checkbox"/> Fee of \$100.00 (checks made payable to Town of Dennis). (IA Technology - \$150.00) 	<p>C. For Additions/Alterations <u>without</u> a Septic Upgrade</p> <ul style="list-style-type: none"> <input type="checkbox"/> Location of Septic System showing setbacks from proposed addition/alteration to all system components.** <input type="checkbox"/> Existing & Proposed Floor Plans (hand drawn plans are acceptable) <p>D. For Tool Sheds, Decks, In Ground Swimming Pools</p> <ul style="list-style-type: none"> <input type="checkbox"/> Location of Septic System showing setbacks from proposed shed/deck/ or pool to all system components.** <p>You maybe required to submit your application for review. Once reviewed, you will be contacted and it is the <u>responsibility</u> of the applicant/contractor to pick up the signed Building Permit Application.</p> <p>THE HEALTH DEPARTMENT IS NOT PERMITTED TO FORWARD YOUR APPLICATION TO THE BUILDING DEPARTMENT.</p>
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STEP 4 - Submitting Building Permit Application to Building Department

- If applicable - Application fee for new construction only – Residential \$23.00 and Commercial \$58.00
- Submit materials stated in step 2

Please note that the Building Department will not accept any incomplete applications. Any questions call 508-760-6157.