

## CHECK LIST AND INSTRUCTIONS FOR SUBMITTING BUILDING PERMITS APPLICATION

### STEP 1: Obtaining a Building Permit Application

Building Permits are available online on the town's website at <http://www.town.dennis.ma.us>

- Online services
- Online permitting
- Log in or Register

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

- One (1) copy of Site Plan showing zoning district, required and proposed setbacks and required and proposed lot coverage
- One (1) copy of Construction Plans (Floor Plans, Structural Design, Elevations)
- Stamped plans or WFCM checklist and load calculations if applicable
- Energy compliant documentation if applicable
- One (1) copy of Signed Elevations from Historic (if applicable). This can be found in your attachments on your Historic Application once its approved, thru your customer portal.
- An Owner's Authorization letter if different from applicant or signed contract
- Worker's Compensation Form (all applications require WC form, including home owners)
- Copies of current HIC and Construction Supervisor's License if contractor is applicant (HIC required for own occupied 1-4 family dwellings)
- Owners Notification if owner is applicant
- If applicable: Recorded ZBA decision and plans that were stamped from hearing (dates on plans must match plans delineated on decision)

**\*Additional materials may be required upon request from the building inspector**

### STEP 3: Filling out the Application

- Complete entire first page including map and parcel, owner's information, structure use, type of work, and detail of work
- Work description must include all work to be done as well as project specifics
- Flood zone and zoning information must be completed if any changes to the footprint including additions and decks
- Application must be signed by the applicant

### STEP 4 SIGN OFFS: Once the Building Permit Application has been filled out, the following Departments must Sign Off Prior to submitting application to the Building Department. All sign offs are done electronically thru our departments.

- Tax Department
- Conservation & Natural Resource Office
- Health Department required for all applications

### STEP 5 - Submitting Building Permit Application to Building Department

- Submit materials stated in step 2 by uploading to the online permit as attachments

**Any questions call 508-760-6157.**