

STANDARD PROCEDURE FOR OBTAINING A BUILDING PERMIT

APPLICATION PHASE:

1. Building Permit forms may be obtained at the town office or directly from the building inspector/code enforcement officer.
2. The documentation required for the issuance of a building permit shall include the following:
 - a. A completed building permit application form. The building inspector will assist you if necessary.
 - b. A diagram of the property indicating all boundaries, roads, driveway(s), well (if applicable), and the footprint of the proposed structure showing the setback distances from the town right-of-way and all boundaries,
 - c. A completed driveway permit properly executed and signed by the town road agent or the state DOT engineer. (Town forms available at the town office or from the building inspector),
 - d. A conceptual sketch of the proposed structure,
 - e. Construction plans showing floor layout, partitions, windows, doors, roof pitch, weight bearing walls, etc,
 - f. In the case of a home, a state approved septic design and approval for construction document,
 - g. A completed request for a 911 number if needed. (Form obtained through the town Enhanced 911 (Liaison),
 - h. The names and license numbers of the master plumber and electrician engaged on the project, if applicable, as requested on the form. (If these are the contractor's subs, this may be waived at the building inspector's discretion.),
 - i. The appropriate application fee determined by the building inspector,
 - j. Any other documentation or material that the building inspector may deem relevant or necessary.

ISSUANCE PHASE

3. After review of the above material, the building inspector will either issue or deny the permit. Actual construction must commence within six months or the permit will lapse and will need to be renewed. If denied, the building inspector will state the reasons for denial and explain the applicant's recourse.

CONSTRUCTION PHASE:

4. During the entire period of construction, the building permit weather card must be displayed prominently on site.
5. Under normal circumstances, inspections will be conducted at the following points of construction:
 - a. Foundation,
 - b. Framing,
 - c. Wiring, Plumbing, & Heating,
 - d. Insulation,
 - e. Sheet Rock.

(The order of inspections is described in more detail on the back of the applicant's yellow copy.) It is the responsibility of the owner or builder to notify the building inspector in a timely manner as each stage of construction is completed so that inspections may occur.

COMPLETION PHASE:

6. The building inspector may enlist the services of the Marlow Fire Chief or the State Fire Marshall's office for inspection of the heating system or chimney if he has any concerns regarding these aspects of the home. The building inspector may deem such inspection unnecessary if the installer is a licensed professional. All commercial projects are subject to the State Fire Marshall's inspections.
7. The building inspector will issue the Certificate of Occupancy upon completion of the project, as required. The Certificate of Occupancy may be issued upon request if the home is basically functioning and livable, even though not yet totally completed. It must, however, have electricity, plumbing, heat, and the septic system must be approved for operation and functional.

FOOTNOTE:

All questions regarding building or development should be directed to the building inspector/code enforcement officer or the Planning Board. All details leading up to the issuance of a valid building permit must be handled by the building inspector/code enforcement officer.

REMINDER:

Should your property be enrolled in the state Current Use program, your building activities will disqualify either the area affected or the entire parcel. In either case, a use change penalty will be assessed against the property.