

### **New commercial buildings**

Plans must be approved by FIRE, DERM, HRS(IF APPLICABLE), WASA and IMPACT FEE  
2 copies of signed and sealed drawings.  
2 copies of property survey.  
2 copies of structural calculations

### **New residential homes**

Plans must be approved by DERM, HRS(IF APPLICABLE), WASA and IMPACT FEE  
2 copies of signed and sealed drawings.  
2 copies of property survey.  
2 copies of structural calculations

### **Commercial additions and remodel**

Plans must be approved by Fire, DERM and impact fee.  
2 copies of signed and sealed drawings.  
2 copies of property survey.  
2 copies of structural calculations (IF PLANS CALL FORM THEM).

### **Residential additions and remodel**

2 copies of signed and sealed drawings.  
2 copies of property survey.  
2 copies of structural calculations (IF PLANS CALL FOR THEM).  
DERM, HRS (if applicable), IMPACT FEE stamp.

### **Windows, Doors, Shutters and Garage doors**

2 copies of N.O.A (Also know as product approval)  
2 copies of sketch of the house showing the locations of the windows or doors being replaced.  
2 signed and sealed wind load calculations. (GENERIC TABLE WITH DIFFERENT WINDLOAD SCENARIOS WILL SUFFICE).

### **Fence**

2 copies of the property survey and highlight the location of the fence.  
2 copies of the fence detail (TYPE,HOLES, ETC.).

## **Driveways, walkways, resurfacing**

2 copies of the property survey and highlight the location of the work.

2 copies of the details (INCHES OF SAND, LIMEROCK, ETC.).

\*For commercial sites, you must show parking spaces and handicap spaces.

\*If you are doing the approach you must pull a permit with Public Works as well.

## **Sheds**

2 copies of State product approval of shed.

2 copies of survey showing where the shed is to be located and mark how far from the setback

## **Demolition of single family home/commercial building**

2 copies of survey of property

FPL disconnect letter

Letter from mechanical company stating there isn't any refrigerant in lines. (ONLY FOR CENTRAL A/C)

DERM approval (ONLY FOR COMMERCIAL DEMO)

\*Separate permits for sewer cap, septic tank abandonment and temporary fence required as well.

## **Roofing**

2 copies of roofing packet

DERM approval (ONLY FOR COMMERCIAL)

## **Swimming pools**

2 copies of survey

2 set of drawings of pool

HRS approval (ONLY IF PROPERTY HAS SEPTIC TANK)

## **Generator**

Must have applied and been approved by the Planning & Zoning Department

2 copies of survey

2 set of drawings of generator

DERM & Fire (ONLY FOR COMMERCIAL)

## **Wood Decks**

2 copies of surveys showing the location of where the deck will be going

2 set of drawings showing details of how deck is being built.

## **Signs**

2 copies of detail of signs (SIGN MAY REQUIRE PLANNING BOARD APPROVAL)

## **Awnings**

2 copies of shop drawing of awnings (AWNING MAY REQUIRE PLANNING BOARD APPROVAL)