

## **TOWN OF SOUTHTON**

### **PROCEDURE FOR OBTAINING BUILDING PERMIT FOR ONE AND TWO FAMILY STRUCTURES, ADDITIONS OR DETACHED STRUCTURES 150 SQ. FT. OR LARGER.**

1. Applicant must supply four (4) plot plans (seven (7) plot plans if there is a septic system) for all new structures and additions and secure a zoning permit. Zoning Department will inspect site for compliance.
2. Applicant must complete building permit application and submit **two sets of complete building plans (three sets of plans if there is a septic system)**. One set will be retained by the Building Department, one to the Health Department and the other approved set will be returned to the applicant.
3. Town Sanitarian must approve plans where wells and/or on site sewage disposal system are proposed or utilized. Preliminary site inspections may be required by Sewer Department, where applicable.
4. The applicant must obtain Inland Wetlands and Flood zone Development permits, where applicable.
5. **THE LICENSED/REGISTERED CONTRACTORS OR THE PROPERTY OWNER SHALL SIGN THE PERMIT AND ASSUME THE RESPONSIBILITY FOR THE PROJECT.**
6. **FOLLOWING ISSUANCE OF A BUILDING PERMIT, THE ELECTRICAL, PLUMBING AND HVAC PERMITS CAN BE ISSUED.**

If there are any questions, contact the Building Department at 276-6242, Town Planners, 276-6248 or Health Department, 276-6275.