



# Town of Northfield

## BUILDING PERMIT APPLICATION

Permit #: \_\_\_\_\_  
Issue Date: \_\_\_\_\_  
Fee Paid: \_\_\_\_\_  
Check #: \_\_\_\_\_

### RENEWAL

#### PROPERTY OWNER(S)

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Tel.#: \_\_\_\_\_ Email: \_\_\_\_\_

#### APPLICATION INFORMATION

Same as Owner \_\_\_\_ Yes \_\_\_\_ No

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Tel.#: \_\_\_\_\_ Email: \_\_\_\_\_

#### PROPERTY INFORMATION

911 address: \_\_\_\_\_  
Tax Map and Lot Number: \_\_\_\_\_ Size: \_\_\_\_\_ Acres  
Original Permit No. \_\_\_\_\_

#### PROJECT DESCRIPTION: *Please describe the work you want to do:*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have there been any changes from the original permit request \_\_\_\_ Yes \_\_\_\_ No

This includes new contractors, size difference, material changes, etc...

If Yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated cost of project: \$ \_\_\_\_\_

Estimated completion date: \_\_\_\_\_

#### SETBACKS IF CHANGES WERE MADE

How far back is the construction from the **front** property line

How far back is the construction from the **rear** property line

How far back is the construction from the **side** property line

How far back is the construction from the **side** property line

	<i>Existing</i>		<i>Proposed</i>	
_____	ft	_____	ft	
_____	ft	_____	ft	
_____	ft	_____	ft	
_____	ft	_____	ft	

The footprint of my existing building will not change, nor am I adding a new building \_\_\_\_\_

## SKETCH

No Changes from original plans \_\_\_\_\_

If your proposal includes any new construction your application needs to include a sketch that shows the following:

- a. Boundaries of your lot
- b. Names of streets or roads abutting the property
- c. Location of all buildings on the lot
- d. Dimensions of existing and proposed structures
- e. Distance between existing and proposed structures and property lines
- f. Location of wetlands
- g. Location of septic tank and leach field
- h. Location of well or water supply

A large grid of graph paper for sketching, consisting of 30 columns and 30 rows of squares.



■ **Before you sign your application:**

- Have you answered all the questions?
- Does your sketch include all requested information?
- Do you have all necessary attachments? *(If Applicable)*

I request a permit for the project described in this application and grant town official's permission to access my property for inspection purposes related to this project. I understand that any misrepresentation in this application, intentional or not, will invalidate approval. I understand that the project must meet all applicable state and federal codes and town requirements.

I am aware that my building permit will expire if work has not begun within six months or if construction activity ceases.

Applicant Signature: \_\_\_\_\_ Date \_\_\_\_\_

Land Owner Signature: \_\_\_\_\_ Date \_\_\_\_\_

**Application Fees:**

Renewal Fee      \$50

- Fees are due when application is filed
- After the fact building permit fees double.

**Office Use Only**

Date Received: \_\_\_\_\_ Received by: \_\_\_\_\_ Amount paid: \_\_\_\_\_ Check No.: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_ Approved as submitted      \_\_\_ Denied      Permit Number: \_\_\_\_\_

\_\_\_ Approved with conditions: \_\_\_\_\_

Code Enforcement Officer: \_\_\_\_\_ Date: \_\_\_\_\_

**Inspections:**

Date: \_\_\_\_\_ What was inspected: \_\_\_\_\_

Notes: \_\_\_\_\_

Date: \_\_\_\_\_ What was inspected: \_\_\_\_\_

Notes: \_\_\_\_\_

Date: \_\_\_\_\_ What was inspected: \_\_\_\_\_

Notes: \_\_\_\_\_

Final Inspection Date: \_\_\_\_\_ Occupancy Permit Issued Date: \_\_\_\_\_