

TOWN OF MANCHESTER-BY-THE-SEA

Fee Paid \$ _____
Permit # _____

BUILDING PERMIT APPLICATION

1. Owner _____ Tel. # _____
2. Owner's Address _____
3. Builder/Contractor _____ Tel. # _____
4. Builder's Address _____
Job Foreman's State Supervisor License Number _____ HIC# _____
5. Name of architect, engineer, or designer _____
6. Construction Location _____
Assessors' Map # _____; Lot # _____
7. Zoning District: Residence A ___ B ___ C ___ D ___ E ___ General ___ Limited Commercial ___.
8. Description of proposed work _____

9. Indicated existing use of structure (use symbol "E") and proposed use of structure (use symbol "P"): Single family residence _____; Multiple family residence _____; Number of apartments _____; Accessory building (specify type) _____ Commercial _____; No. of stores _____; No. of offices _____; Other Specify _____
Will existing use of structure be changed? (specify) _____
Dimensions of structure after proposed work is completed: Length _____ ft.; Width _____ ft.;
Height (ground to highest part of structure) _____ ft.
10. Square footage of structure: Basement _____ s.f.; First floor _____ s.f.;
Second floor _____ s.f.; Other (specify) _____ s.f.
11. Estimated cost of construction \$ _____
12. Type of sewage disposal: Public _____ (Check Water & Sewer box on reverse side)
Septic System _____ (Check Board of Health box on reverse side)
13. Type of water supply: Public _____ Well _____ (Check Board of Health box on reverse side)
14. Will structure be erected on solid ___ filled ___ both ___ land?
15. Work includes: plumbing ___; water piping ___; gas fitting ___; heating ___; electrical ___; fire equipment ___; cooking facilities ___.
16. Will construction take place within 100' of wetlands/water? _____
Will construction take place within 200' of watercourse? _____
17. Is land in Historic District? _____ (If yes, check Historic District box on reverse)
18. Is property located within the Water Resource Overlay Protection District? Yes ___ No ___
19. Will there be a new or relocated driveway/curb cut with this permit? ___ (If yes, check Planning box on reverse side)
20. Is lot plan endorsed "Approval not required under Subdivision Control Law"? _____
21. Is Existing structure nonconforming? _____ (If yes, check Appeals box on reverse)
22. Has previous variance or special permit been granted to this property? _____. If so, attach copy to this application.
23. **Submit one set of plans with permit application and one set of floor plans to Fire Dept. if needed (see checklist).**
24. Submit certified plot plan to scale showing lot area and frontage; show front setback, side setbacks and rear setback of structure, addition or accessory structure; show location of septic system and/or well. (NOTE: Submission of plot plan is not required if proposed work involves only interior alterations).
25. Prior to pouring the foundation, location is to be verified by Registered Land Surveyor.
26. **Review checklist and complete workers' compensation affidavit before submission.**

date of application

signature of owner or authorized agent

APPEALS

_____ action taken _____
 _____ date _____ Zoning Board of Appeals

CONSERVATION

_____ action taken _____
 _____ date _____ Conservation Commission

HEALTH

_____ action taken _____
 _____ date _____ Board of Health

HISTORIC DISTRICT

_____ action taken _____
 _____ date _____ Historic District Commission

PLANNING

_____ action taken _____
 _____ date _____ Planning Board

WATER AND SEWER

_____ action taken _____
 _____ date _____ Water & Sewer Commissioners

PLANS

_____ action taken _____
 _____ date _____ Inspector of Buildings

FIRE DEPT.

- Plans Approved
- Dumpster Permit Issued
- Trench Permit Issued

_____ date _____ Fire Chief

PERMIT GRANTED effective upon approval of Inspector of Buildings. Permit expires two years from date of issuance, or six months from date of issuance if work has not commenced.

 Date approved

 Inspector of Buildings