

## COMMON ERRORS FOUND ON APPLICATIONS THAT CAUSE DELAY IN THE ISSUANCE OF PERMITS

The following is a list of the most common errors found on applications that have been submitted to the Building Department. The list does not encompass all errors, but represents the most common errors that cause delay in the issuance of permits.

1. Applicants fail to read and comply with the instructions noted on the application. The failure to provide all “required” items/documentation with the application is the leading cause for rejection of the application or a delay in the issuance of the permit. Be sure to read the instructions carefully. **YOU WILL NOT RECEIVE A PERMIT UNTIL ALL THE REQUIREMENTS HAVE BEEN MET!** The following are some additional common application deficiencies:

a. On “maintain” applications, the applicant is required to provide a “design professional’s” certification letter and Electrical Underwriter’s Certificate covering the scope of the work described in the application being filed. Failure to provide these important documents delays the process until they have been received.

b. Applications to “maintain” improvements must be accompanied by a set of plans bearing full construction details. Floor plan layouts are not sufficient. The plans must provide all construction details as if they were a proposed construction that has yet taken place.

c. Many times applicants file an old survey that does not accurately reflect the conditions at the location. By failing to submit a survey that accurately depicts the conditions at the site, the process is delayed when it is later discovered there have been alterations to the footprint of the house, sheds, a/c units and/or other improvements that were done without the benefit of a permit. An accurate survey saves time and avoids further inconvenience in the long run.

2. Applications proposing an increase in the GROSS FLOOR AREA need a gross floor diagram on the plans. Our GROSS FLOOR AREA handout can be found on this website to assist and guide applicants.

3. Applications proposing construction in the FRONT YARD, such as a portico, vestibule or first and second floor addition need to have a front yard diagram on the plans. Our AVERAGE FRONT YARD SETBACK handout can be found on this website to assist and guide applicants.

4. Applications proposing a new dwelling, two story addition or second floor addition need to have a PRE-EXISTING AVERAGE GRADE analysis on the plans. Our PRE-EXISTING AVERAGE GRADE handout can be found on this website to assist and guide applicants.

5. Improvements to a dwelling that include new plumbing, new gas appliances, new dry wells and/or new HVAC units must have plumbing permits associated with each installation. The time to apply for those plumbing permits is at the same time as the building permit application is filed. Failure to do so will result in an omissions letter being sent resulting in a further delay in the issuance of the building permit.

6. All permit applications receive a review of the property's historical file(s). If the Town's review of the file(s) reveals items such as pools, decks, fences, etc., have been constructed without permits, an omission letter will be generated requesting the filing of additional applications to address the "unpermitted" improvements. It is in the best interest of applicants and design professionals representing residents to review the property's historical file(s) to make certain all improvements on the subject property are in legal form. If they are not, please be certain to file to "maintain" those improvements and avoid additional delay.

7. When an omission letter is received, the resident and/or architect must make certain each and every issue set forth in the letter are completely addressed. Failure to address all criteria set forth in the omission letter will result in another omission letter being sent after the new submission is received. Consequently, a further delay in the issuance of the permit shall result.