

**TOWN OF CHARLESTOWN
BUILDING PERMIT APPLICATION FORM**

Street Location _____ Map _____ Lot _____
 Owner _____ Address _____ Phone _____
 Contractor _____ In-state yes no Phone _____
 Contractor's Address _____ Reg # _____ Exp. _____
 Arch/Eng. _____ Reg # _____
 Arch/Eng. Address _____ Phone _____

Date filed _____

**ESTIMATED COST
MATERIALS & LABOR**

Fire District Charlestown Dunn's Corner
 Flood Zone Yes / No Zone _____
 Wind Zone Yes / No
 Critical Resource Zone Yes / No
 Description of work _____

General Costs _____
 Electrical _____
 Plumbing _____
 Heat/AC _____
 Fire Suppression _____
 Other elevator _____
 Total Cost _____

	Own the property
	Contractor Verification or Owner Affidavit
	Three (3) Sets of Building Plans to Scale
	A Plot Plan – May use OWTS Plan ONLY if proposed construction foot print is identical.
	Fire Marshal Approved Plans (Dunn's Corner Only 364-0577)
	Curb Cut Application (New Construction on Town or State Roads Only)
	Wind Zone Engineering (Shear Wall design and layout, Dwelling Attachment, etc...)
	Engineered Lumber, Beam & Truss Specifications or Professional Engineer/Architects stamped plan.
	Energy Code Compliance – Prescriptive <i>Rescheck</i> Simulated Performance
	Flood Zone Engineering
	Approved OWTS permit in Owner's Name for new construction or existing OWTS for addition/renovation.
	CRMC Assent within 200 feet of Coastal Feature
	Zoning Board Approval (If Applicable)