

Town of Machias

Building Code Enforcement

1 & 2 Family Dwellings Building Permit Checklist (Including Additions & Alterations)

- 2 Copies of survey / Site Plan / Drainage Plan
Drawn to scale with dimensions and showing property lines, parking/driveway, setbacks, accessory buildings, utilities, easements, drainage, and north arrow
- Flood/wetland – it is your responsibility to check NYS Wetlands maps. Also you are encouraged to fill out NYS DEC Jurisdictional Wetlands form and obtain clearance **prior to building**.
- 2 complete sets of **Stamped** plans by NYS Design Professional (17" x 22" minimum); 1/4" to 1" scale preferred. (must include energy audit, site plan with drainage detail)
- Plan Review Checklist prepared by design professional showing details
- Truss / Pre-Engineered Wood timber disclosure
- Private septic application and design from Catt. Co. Health Department
- Solid fuel burning appliance - all information
- All contractor information including workers comp. and liability policies – CE 200 waiver if the owner is doing the work.

I, _____, have read and understand the steps involved in obtaining a building permit for a new build home.

Name

Address

Date