

**TOWN OF WALES BUILDING PERMIT APPLICATION
REQUIRED DOCUMENTS CHECK LIST
ONE & TWO FAMILY DWELLINGS ONLY**

1. One & Two Family Dwellings Required Documents Check List
 Attached to permit application
2. Procedure Sheet. (See Zoning Officer for Procedure Sheet)
 Completed procedure sheet with all required department signatures.
3. Building Permit Application for **One or Two Family Dwellings**.
 All items in Section 1 through Section 6b **MUST** be completely filled out.
 Property owner must sign all applications (Section 2.1 and Section 6a or 6b).
INCOMPLETE APPLICATIONS WILL BE RETURNED.
4. Sewage Disposal System:
 Disposal Works Permit or copy of Septic plans approved by the Board of Health.
5. Water Supply:
 Copy of well completion report and water test (potable water).
6. Driveway Permit or Curb Cut:
 Bond paid and procedure sheet signed by Highway Surveyor.
7. Plot Plan - to include:
 Distance from building or additions to all **property lines** and other structures.
(Front yard area: Measured from lot line, **NOT** from the road pavement)

<input type="checkbox"/> Well location.	<input type="checkbox"/> All existing and proposed structures.
<input type="checkbox"/> Septic location.	<input type="checkbox"/> Street frontage.
<input type="checkbox"/> Driveway.	<input type="checkbox"/> Lot size.
8. Complete set of Building Plans – to include:
 Scale - ¼ inch equals 1 foot (**Minimum**)
 Foundation Plan
 Floor Plan (for each level)
 All rooms labeled and all window sizes labeled
 Sectional / Skeleton view (footings to ridge line) with lumber dimensions
 Smoke detector location and type
9. Energy Conservation Application Form or copy of MecCheck.
 Attached
10. House Number (Confirm with Town Hall Receptionist)
 Attached

TOWN OF WALES
BUILDING DEPARTMENT
REQUIRED DOCUMENTS CHECK LIST
ONE & TWO FAMILY DWELLING ACCESSORY USES

ALL PROJECTS:

- #1 - One & Two Family Dwelling Accessory Uses Check List
- #2 - Procedure Sheet

ADDITIONS/GARAGES:

- #3 – Building Permit Application
- #4 – Disposal Works Permit – if adding a bedroom – septic systems only
- #6 – Driveway Permit or Curb Cut – only if changing location of street entrance
- #7 – Plot Plan
- #8 – Complete set of Building Plans
- #9 – Energy Conservation Application Form or copy of MecCheck – if heated/cooled space.

GARAGES/BREEZEWAYS:

- #3 – Building Permit Application
- #6 – Driveway Permit or Curb Cut – only if changing location of street entrance
- #7 – Plot Plan
- #8 – Complete set of Building Plans
- #9 – Energy Conservation Application Form or copy of MecCheck – if heated/cooled space

ALTERATIONS/REMODEL: (No increase in footprint or additional living space)

- #3 – Building Permit Application
- #4 – Disposal Works Permit – if adding a bedroom
- #8 – Set of Building Plans – Existing and Proposed
- #9 – Energy Conservation Application Form or copy of MecCheck – if exposing framework, i.e. gutting.

ACCESSORY BUILDING/SHED:

- #3 – Building Permit Application – Exempt: 1 story tool or storage shed < 120 sq. ft.
- #6 – Driveway Permit or Curb Cut – only if changing location of street entrance
- #7 – Plot Plan
- #8 – Set of Building Plans

Continued

TOWN OF WALES BUILDING PERMIT APPLICATION
REQUIRED DOCUMENTS CHECK LIST
OTHER THAN ONE & TWO FAMILY DWELLINGS

1. Required Documents Check List
 - Attached to application
2. Procedure Sheet
 - Signed by all required departments.
3. **Commercial Building Permit Application.**
 - All items in **Section 1** through **Section 6b** **MUST** be completely filled out.
 - Property owner must sign all applications (**Section 2.1** and **Section 10a or 10b**).
INCOMPLETE APPLICATIONS WILL BE RETURNED.
4. Sewage Disposal System (if structure requires new or enlarged system):
 - Copy of **Disposal Works Permit** (Issued by the Board of Health).
5. Water Supply (if use will require water supply):
 - Copy of well completion report and water test (potable water).
6. Driveway Permit or Curb Cut (if new or changing existing):
 - Bond paid and procedure sheet signed by Highway Surveyor.
7. Plot Plan (if new structure or increased footprint) - to include:
 - Distance from building or additions to all **property lines** and other structures.
(Front yard area: Measured from lot line, **NOT** from the road pavement)
 - Well location.
 - Septic location.
 - Driveway.
 - All existing and proposed structures.
 - Street frontage.
 - Lot size.
8. Complete set of Building Plans - to include:
 - Use Group and Construction Type
 - Construction Control Document (if structure exceeds 36,000 cu. Ft.)
 - Foundation Plan
 - Floor Plan (for each level)
 - All rooms labeled and all window sizes labeled
 - Sectional / Skeleton view (footings to ridge line) with lumber dimensions
 - Smoke detector location and type
9. Energy Conservation Compliance or copy of ComCheck.
 - Attached
10. Street Number / Address (Confirm number with Town Hall Receptionist)
 - Attached

TOWN OF WALES
BUILDING DEPARTMENT
REQUIRED DOCUMENTS CHECK LIST

Continued

CHIMNEY/FIREPLACE:

- #3 – Building Permit Application

DECKS/PORCHES:

- #3 – Building Permit Application
- #7 – Plot Plan
- #8 – Set of Building Plans

ROOFING/SIDING/WINDOWS:

- #3 – Building Permit Application

SWIMMING POOLS:

- #3 – Building Permit Application
- #7 – Plot Plan
- #8 – Set of Building Plans – if in-ground to include: sectional view, all pool dimensions, if diving board: height above water and location of board

WOOD/COAL/PELLET STOVES:

- Must have affixed manufacturers label. Install per manufacturer's instructions. Call for inspection once installed.

NOTE: For detailed description of item #'s (i.e. #3, #6, etc.) see Required Documents Check List for One & Two Family Dwellings. Be sure to review and attach this check list to your application. **Missing items WILL DELAY YOUR APPLICATION !**
