Most projects begin with a review from the Building Inspector. It is advisable to bring your project description, copy of a plot plan and the Map/Parcel number (available at the Assessor’s Office) to the Building Inspector’s Office to determine which projects need a permit. The Building Inspector’s Office will send you to other departments if it is expected that other laws apply to your project. Generally it is a good idea to inquire of the other departments about required permits on your own. The chart below illustrates a few of the other town permitting departments and examples of typical projects that require permits.

**Building Inspector**
- Construction and building projects
- Additions, garages, pools, sheds etc.
- Electrical, plumbing, gas, mechanical jobs

The project may require other permits
Go to each department to see if you need additional permits

**Conservation Commission**
- Cutting trees/shrubs or making a lawn
- Construction or building
- Install a well, pool, dock etc.

**Board of Health**
- Replace/repair or a new septic
- Install a well
- Pools, sheds, licenses etc.

**Planning Board**
- Subdivide a lot
- Special permits and site plan review
- Create a parking lot

**Zoning Board of Appeals**
- Project can't meet zoning regulations
- Request variances
- Comprehensive permits (40Bs)

**Water/Sewer Department**
- Connect to Town sewer or water

**Fire Department**
- Street numbers
- Fire protection systems (i.e. sprinkle, CO, smoke)

**Highway Department**
- Drainage review for subdivision plans
- Scenic road, public shade tree review by Tree Warden

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**Hours:**
*Monday through Wednesday & Friday 8:30am – 4:30pm, Thursdays 8:30am – 7:30pm*