



Building Permit Application Process and Requirements for Properties on Well and Septic Systems

How long does an application review take?

- There is a 10 business day review period once a permit application is received from the Department of Inspections, Licenses and Permits (DILP). At that time, the application will be reviewed and notification will be sent to the homeowner (or contact) if any well or septic work will be required prior to application approval.

What is required when I submit my application?

- Scaled site plans (engineer's scale) are required showing, at a minimum, well and septic locations, house location, addition location, and property boundaries. DILP requires plans no larger than 11" X 17," however if this size is not large enough to accommodate all the necessary requirements, a larger size may be acceptable.
- For additions including bedrooms, offices, libraries, pool houses, spaces above garages, finished basements or other similar rooms, floor plans are needed. Homeowners are required to submit floor plans directly to the Health Department upon submission of the building permit application to DILP. Include the application number and property address on the plans.

What would hold up my application?

- Prior to the approval of a building permit application, the following may need to be completed:
 - a. A percolation certification plan
 - b. Percolation testing in order to establish a septic area or to confirm a septic area
 - c. Septic system upgrade
 - d. Well upgrade
 - e. Connection to public utilities

Why do I have to do a percolation certification plan and/ or percolation testing?

- Common reasons prompting a percolation certification plan and/or percolation testing:
 - a. Additions >250 ft²
 - b. Increase in one or more bedrooms (this may require a septic system upgrade)
 - c. Increase in living space
 - d. Garages/pool houses
 - e. Inadequate septic system (this would require a septic system upgrade)

What is considered a bedroom?

- Any space in the conditioned area of a dwelling or accessory structure that is:
 - 90 ft² or greater
 - May be used as a private sleeping area
 - Has at least 1 window and 1 interior door
- If a home office, library, or similar room is proposed it may not be a bedroom if there is no closet and:
 - Has permanently built-in features that encumber the room (i.e. book cases, desks etc.)
 - A minimum 4 foot-wide opening without doors into another room
 - A half wall (4 foot maximum height) between the room into another room

OR

- The room is a first floor room or basement area that does not have direct access to full bathrooms or "roughed in" plumbing that would provide direct access to future full bathroom facilities