

Town of Beverly Shores

Site Plan/Building Permit Application

1. Application for Site Plan approval applies to all new construction projects and all projects enlarging or modifying structures. Site Plan approval is not required for interior re-modeling projects.

2. Application for Building permit, applies to all activities where a building permit is required pursuant to 155.055.

First application (Site Plan or Building) requires deposit, which includes non-refundable administration fee and refundable credit toward permit. If the fee for the final permit issued is less than the amount of the deposit, the difference shall be refunded to the applicant within thirty (30) days of the Building Commissioner's approval of completed project.

Full deposit becomes non-refundable if no permit issued within 12 months.

Application for the following (check all that apply):

New Construction Site Plan Approval

Building project that increases the actual square footage of existing structures

Fence permit

Small deck permit

Driveway permit

Other project: _____

Deposit: Payable to Town of Beverly Shores

\$ 500

Received by:

Date:

Town of Beverly Shores Site Plan/Building Permit Application

Legal Owner:

Name: _____
 Address: _____
 Phone: _____

Legal Description of property (street address for improved property)

Zoning district/existing or proposed use: _____

Registered Contractor: _____

**Permit issuance requirements are found in Chapter 155 of the Town of Beverly Shores Code.
 Please review to ensure you are providing all required documentation.
 Typical requirements are as follow. Check all that are attached.**

	For Site Plan Approval	For Building Permit Approval
Copy of recorded deed	_____	_____
Payment of non-refundable deposit	_____	_____
Septic permit approval as required	_____	_____
Certified soil report/drainage plan	_____	_____
Certified plat of survey	_____	_____
Drawings (three sets)	_____	_____
Erosion Plan	_____	_____
Wetland/Steep Slope impact	Yes _____ No _____	
Additional requirement(s) as determined at pre-application conference	_____ _____	_____ _____

I certify the above information to be correct and true

Owner's signature/Date