

Building Department

FAQ's

1. **Do I need a permit?**

Permits are required for the following: To construct, enlarge, alter, repair, move demolish change the occupancy of a building or structure, or to erect, install, enlarge, alter repair, remove, convert or replace any electrical, gas, mechanical or plumbing system which is regulated by the adopted codes requires a permit issued by the building official or his designate. In addition, permits are required for re-roofing, fence installation, demolition, and signs. The Stevensville Development Code also requires permits for fences, re-roofing, sidewalks and driveways.

Permits are not required for: One-story detached accessory structures used as tool/storage sheds, playhouses, etc., provided the floor area does not exceed 120 square feet; self-supporting exterior decks that are less than 30" above grade and floor area does not exceed 120 square feet (a roof above this type of deck does require a permit), painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work; water tanks supported directly upon the ground if the capacity does not exceed 5,000 gallons and the ratio of height to diameter or width does not exceed 2 to 1; prefabricated swimming pools less than 24" deep; swings and other playground equipment; window awnings supported by an exterior wall which do not project more than 54" from the exterior wall and do not require additional support.

If you have any doubts if a permit is required, contact the building official at 381-9673.

2. **How do I get a permit and what's needed?**

Permit application forms are available at Town Hall or by contacting the building official. Fill in the requested information and submit to Town Hall or the building official. Additionally, two (2) sets of scaled plans are required and are to include: site plan drawn to scale with property lines and dimensions, existing structures, utility lines, etc.; a detailed footing/foundation drawing showing size, depth, height, etc.; detailed framing information including size of framing members. beams, posts, spans, spacing, type of lumber used (DF#2, SP#3, etc); label rooms as to proposed use and show electrical outlets, switches, lights, etc. as well as any plumbing fixtures (toilet, sink, etc). Also show location, type and size of heating unit to be installed. Other details may be required by the building official depending upon the project.

Once the paperwork is received, the documents are reviewed by the building official for accuracy, code compliance, etc. Once reviewed and approved, the building official will calculate the permit fees and notify the applicant that the permit is ready for issuance. Once the permit fees are paid, the permit may be issued and the project may begin. Be sure to post your permit as to be visible to others.

3. **What inspections are required and how do I schedule an inspection?**

Footings, foundation walls, underground utility lines (electric, gas, water, sewer); under-floor prior to sheathing installation (floor framing over a crawl space), roof dry-in (prior to roof covering); shearwall nailing, framing, rough electric, rough plumbing, rough mechanical; insulation, drywall or firewall installations and final inspections. To schedule an inspection or if you have any questions, contact the building official at 381-9673. Currently, the building official is available on a 224 hour notice for inspections.

4. **What are the current codes the Town of Stevensville uses?**

As of 12-15-12, the Town has in force the following codes: 2006 International Residential Code, applies to one & two family dwellings; 2008 National Electric Code, 2009 International Mechanical Code, 2009 Uniform Plumbing Code, 2009 International Energy Conservation Code, 2009 International Fuel Gas Code and the 2009 International Building Code (for use on commercial and multi-family projects).

For any questions regarding permits, etc., contact the building official at 381-9673