

Town of Fitzwilliam Building Permit Application Instructions

These instructions are designed to assist you in applying for building permits and answer questions you may have in this regard. Please read these instructions carefully before you fill out the building permit application. If you need additional assistance or information you can contact the land use office or the selectmen's office.

GENERAL INFORMATION

The authority to issue building permits resides with the Board of Selectmen and the Code Enforcement Officer (Fitzwilliam Land Use Ordinance chapter 127-39).

Building permits are required for all new construction, additions to and renovations of any building or building system, both interior and exterior, within the Town of Fitzwilliam. In addition, building permits are required for:

- Relocation and/or rebuilding any structure
- Demolition work
- Any work associated with changing the use or occupancy of a building
- Accessory buildings except as noted below
- Swimming pools
- New or replacement heating and air conditioning systems
- Plumbing and sewerage work where additional lines or fixtures are added
- Change of seasonal dwelling to year round use
- Manufactured housing
- All building major structural changes and repairs

You will not need a building permit for normal maintenance activities, to include:

- Painting and cosmetic work such as carpet, tile, gutters etc.
- Re-roofing
- Repair by replacement in kind, such as new windows and doors
- Replacing components of plumbing and electrical systems
- Fences, stonewalls and other landscaping
- Uninhabited accessory buildings with a floor area of 50 square feet or less, including:
 - Doghouse
 - Outhouse
 - Children's playhouse
 - Animal coop

Portable, manufactured structures less than 80 square feet, not on a foundation and used exclusively for storage or garden shed