COMMERCIAL BUILDING PERMIT APPLICATION CHECKLIST
PARTIAL OF PRINCIPAL OR ACCESSORY STRUCTURE DEMOLITION ONLY

Applications and forms must be filled out in their entirety. Incomplete applications will not be accepted.

**Note: Please be advised additional documentation may be required by the Building Division**

ALL APPLICATIONS MUST BE SUBMITTED WITH THE FOLLOWING MATERIALS:

- 5 copies of survey prepared by a licensed surveyor.
- 1 copy of principal structure Certificate of Occupancy (can be obtained for a fee from the Building Division)
- Building Permit Application (original)
- Planning Board approval (approved site plan with Planning Board resolution)
- Written itemized cost estimate of demolition on contractor’s letterhead
- Workman’s compensation
  - Applicable Forms: C 105.2, U26.3, CE 200. ACORD FORM NOT ACCEPTED
- 3 sets of plans prepared by a licensed professional illustrating areas to be demolished
- Completed Open Government Disclosure Form from owner and applicant
- Fee (based on cost estimate) **Note: Fees will be calculated at Front Desk at time of Submittal**

ADDITIONAL DOCUMENTATION REQUIRED AS MAY BE APPLICABLE

- Highway Road Usage For Debris permit application from the Town Highway Department
- Coastal Erosion Hazard Permit: if demolition is south of Coastal Erosion line

Verification of Ownership or Authorization

- Original Signed & Notarized Owners Endorsement: If applicant is other than owner.
- Copy of Deed: If property has been owned for less than a year
- Proof of Corporation, LLC, Trusts, Funds or Business Ownership (i.e.: Original Notarized Opinion Letter, Operating Agreement or Minutes listing members)

**Note: Documents MUST list name of member(s) that are authorizing the submittal of this application**