

APPLICATION FOR A BUILDING PERMIT

Town of Pembroke

PROCEDURES

1. The application must be completely filled in and submitted to the Town of Pembroke Town Clerk's Office with the appropriate fee.
2. Submit a plot plan showing the location of the lot, all buildings and structures, fences, relationships to buildings on other adjoining lots, street and a detailed description of the property.
3. Submit two sets of plans or blueprints. Plans or blueprints must detail the scope of the work, including material dimensions, and specifications of the work.
4. Work covered by this permit **shall not** be commenced until the permit has been approved.
5. Upon approval of the application, the Code Enforcement Official shall issue a Building Permit together with an approved set of plans. Such Building Permit and plans shall remain on the site of the work until such time as the Code Enforcement Official has issued a Certificate of Occupancy or Certificate of Compliance. The owner of the property is responsible for all necessary inspections.
6. No building or structure shall be occupied or used in part or whole for any reason or purpose until such time as the Code Enforcement Official has issued a Certificate of Occupancy or Certificate of Compliance.
7. The Applicant agrees to comply with all applicable laws, ordinances, codes, rules and regulations.