

Construction Permits

When a construction permit application is submitted to the RMA - Building Services for plan check, the EHB is routed a copy for review and approval. We use the Accela permit tracking website to update the status of the application and notify Building Services when the permit has been approved by EHB.

The applicant can help speed up this process by providing the following information:

- ❑ If a public hearing was required, the PLN # should be located on the application. This needs to be identified, especially if there are conditions of approval that must be cleared prior to the approval of the construction permit.
- ❑ If the project will be supplied water by an existing water system a “will serve” letter is needed. If the system is less than 200 connections, provide the name of the system as it appears on the Health permit. If you are unsure of the name of your system refer to [EHB’s State and Local Small Service Area Connection List](#) or contact EHB prior to submitting the application to obtain this information.
- ❑ If a private well (one connection) is the source of supply, indicate whether the well is existing or proposed. Accurately locate all wells on your site plan.
- ❑ If the building will utilize a septic system, the site plan submitted with the application should indicate the location of the following:
 1. all existing or proposed wells located on or within 150’ from the property.
 2. the approximate location of the existing septic system and standby disposal field repair area
 3. all easements on the property
 4. all ponds streams, creeks or drainages
- ❑ If the application is for a non-residential development, State law requires that a Hazardous Materials questionnaire be submitted for review. The applicant will be contacted by EHB if more information is required.