



RESIDENTIAL SERVICES PERMIT

Please check the box to indicate the type of application

<input type="checkbox"/> House Addition (attached)	\$60 (<499SF) \$90 (≥500SF)	<input type="checkbox"/> Demolition—Accessory <input type="checkbox"/> Demolition—Residential	\$25 \$50
<input type="checkbox"/> Accessory Structure (detached)	\$60 (<499SF) \$90 (≥500SF)	<input type="checkbox"/> Interior / Exterior Upfit	\$30
<input type="checkbox"/> Inground Pool	\$60 (<499SF) \$90 (≥500SF)		

SUBMITTAL REQUIREMENTS

- **REQUIRED:** Plot plan, copy of survey, aerial map, or sketch map on graph paper
 - Must show property lines, existing structures, proposed structures with dimensions labels and proposed setbacks.
 - For pools, must show and label water area and decking.
 - For demo, must show structures to be removed
- **OPTIONAL:** Construction details sheets, floor plans, 3D renderings, demo contract

NOTES

- Minimum setback for accessory structures 12 feet high or less: 5 feet.
- Materials and colors of accessory structures must match or be similar to primary building.
- **For Pools:** Mandatory pre-construction meeting must be held with pool contractor at the project site.
- **For Demolition:** If intent is to construct a new home, apply for a New Home Permit.
- Permits expire 6 months after permit issued if work has not begun. Permit fees are assessed for permit extensions.
- The property owner, or his designee, is responsible for securing HOA approval. If Town and HOA provisions conflict, the more restrictive provision will control, to the extent permitted by law.
- The property owner, or his designee, is responsible for securing any other building or trade permits required by law. Contact Union County Building Code Dept. for more information.
- **Final Inspection required.** Please call Planning Department to schedule.

RESIDENTIAL SERVICES APPLICATION

GENERAL INFORMATION	
Project Address (<i>Number and Street Name</i>)	Parcel # and Subdivision Name
Project Description / Work Scope	Town Zoning District
Proposed Structure or Addition (<i>sq. ft</i>)	Primary Building Footprint (<i>sq. ft</i>)
Total Acres	Proposed Construction Value
STRUCTURE DIMENSIONS: Width_____ Length_____ Height_____	
PROPOSED SETBACKS: From Main Building_____ Right_____ Left_____ Rear_____	
PROPOSED MATERIALS: Roof_____ Siding_____	
PROJECT CONTACT (<i>Applicant</i>)	
Name	Company
Occupation	Address
Phone	Email
Signature	Date
PROPERTY OWNER	
Name	Address
Phone	Email
Description of work scope and intent: _____ _____ _____ _____	