

**TOWN OF ANDOVER**  
**953 WESTON-ANDOVER ROAD**  
**ANDOVER, VT 05143**  
**802-875-2765 email: clerk@vermontel.net**

**Building Permit Application**

Date \_\_\_\_\_ Grand List ID# \_\_\_\_\_

Permit # \_\_\_\_\_ **Permit Fee - \$80** Recording Fee included in Permit Fee

Parcel Address \_\_\_\_\_

Owner \_\_\_\_\_ Tel# \_\_\_\_\_

Mailing Address \_\_\_\_\_

Applicant \_\_\_\_\_ Tel# \_\_\_\_\_

Email Address \_\_\_\_\_

Purpose of Permit (construct dwelling, addition, garage, etc.) \_\_\_\_\_

Size of proposed structure: \_\_\_\_\_

Estimated Value of Proposed Construction \$ \_\_\_\_\_

**Access Permits** – For all new construction applicant must first obtain an Access Permit to a town road from the Andover Highway Department or from the VT Department of Transportation for access to Route 11 or 100.

**Drawings Must be Submitted**

- A. On a separate sheet draw a sketch of your land showing lot measurements; access to public road or approved right of way; easements and/or rights of way; proposed structure with dimensions, number of stories and height; measurements from proposed construction to all sides of lot; location of existing buildings, driveway, any stone walls; well and septic systems.
- B. Wooded and open areas, water courses, wetlands, flood hazard & shoreline areas and slopes in excess of 10%, if any, must be indicated on the sketch.
- C. For dwellings and additions, please attach a floor plan drawing with measurements for all stories, indicate bedrooms, baths, kitchen, family room, indicate number of water fixtures, such as sinks, showers, tubs, toilets, etc. Architectural plans are welcome when available.

**State Permits** – Owner/applicant is solely responsible for obtaining all required state permits. Access, potable water, domestic wastewater, certification of residential building energy standards (RBES) may be required.

**Owner/Applicant Certification**

The Applicant certifies that, where required, a driveway permit and a septic system permit have been issued and are attached hereto. The Applicant further certifies that the Zoning Administrative Officer will be notified upon completion of the project and allow access to inspect the property. The Administrative Officer will then verify compliance with the conditions of this permit and, for new construction, whether a Certificate of Occupancy will be issued.

It is acknowledged that this permit may require reassessment of the property and therefore Town Listers and other Town personnel are granted access to the property by the owner for the purpose of reviewing all aspects of this application. If the permit is signed by owner's agent this granted access will be considered that of the owner.

**PLEASE NOTE THE FOLLOWING INFORMATION ABOUT THIS PERMIT APPLICATION**

This application cannot be processed until all required information is submitted along with the \$80 fee.

If a permit is granted on the basis of this application:

- 1. An interested person may appeal any decision made by the Zoning Administrator within 15 days of the date of issuance.
- 2. The permit shall not take effect until the appeal period has passed (15 days from issue).

A permit granted on the basis of this application will be void in the event of misrepresentations of the information contained herein or if construction is not substantially complete within two years from the date of issuance.

The undersigned hereby applies for a Building Permit for the use described in this application on the basis of the representations made herein. I hereby attest to the best of my knowledge the information provided in this application is true and correct.

\_\_\_\_\_

\_\_\_\_\_

Date

Owner/Applicant Signature

Please return the completed Building Permit Application with the fee of \$80 (payable to Town of Andover) to the Andover Town Office.

**FOR OFFICE USE ONLY  
DECISION**

On the basis of representations made above and the inspection of the property by me, this application is hereby:

( ) APPROVED ( ) DENIED based on the provisions of the Town of Andover Zoning Ordinance.

ALL ACTIVITIES AUTHORIZED BY THIS PERMIT SHALL BE COMPLETED WITHIN 2 YEARS OF THE DATE OF ISSUANCE OR THE BUILDING PERMIT SHALL BECOME NULL AND VOID AND REAPPLICATION TO COMPLETE ANY ACTIVITIES SHALL BE REQUIRED.

\_\_\_\_\_

\_\_\_\_\_

Date

Signature of Administrative Officer

PLEASE NOTE: ANY INTERESTED PERSON MAY APPEAL ANY DECISION BY THE ADMINISTRATIVE OFFICER WITHIN 15 DAYS OF THE DATE OF SUCH DECISION. THIS PERMIT SHALL NOT TAKE EFFECT UNTIL THE TIME FOR SUCH APPEAL HAS PASSED.

Permit Application and Fee received by \_\_\_\_\_

Date \_\_\_\_\_ Check Number \_\_\_\_\_ Amount \_\_\_\_\_