## CHURCH HILL TOWN RESIDENTS

**Please note that anything requiring an inspection would be charged an additional inspection fee.**

### ADDITIONS (needs Building Permit, Zoning Certificate and Category 2 Site Plan

1. fill out building permit ($45), zoning application ($35) and Category 2 Site Plan ($360) and square footage fee
2. submit applications, fees, and plans

### RENOVATIONS

1. fill out building permit ($45) and zoning certificate application ($35)
2. submit applications, fees ($7 per $1,000 of estimated value of work (EVOW)

### CHANGING WINDOW SIZES

1. fill out building permit ($45)
2. submit applications, fees ($7 per $1,000 of estimated value of work (EVOW)

### SHED

1. fill out zoning application ($35 fee)
2. if shed is larger than 200 sq. ft, building permit application is required ($45 fee)
3. write a letter saying that you want to put up a portable shed
4. submit a diagram of the property (preferably your site plan) and show where the shed will be placed
5. measure how far it will be off the property line – should be 6ft off side yard and 3ft off rear property line

### FENCE (also for replacing existing fence)

1. fill out zoning application ($35 fee)
2. submit what type of fence, what it will look like and where it will be placed on the property
3. if fence is to be put on property line it is advised that letters of consent be obtained from neighbors

### DECK – needs Building Permit and Zoning Certificate

1. fill out building permit application ($45) and zoning certificate application ($35)
2. submit plat of deck and any information regarding deck, i.e., location, how far off property line, etc.

### PORCH – needs Building Permit and Zoning Certificate

1. fill out building permit application ($45) and zoning certificate application ($35)
2. submit plat of porch and any information regarding porch

### POOL (in ground and above ground) needs Building Permit and Zoning Certificate

1. fill out building permit application ($45) and zoning certificate application ($35 fee)
2. electric must be inspected by MDIA (1-800-242-6342) prior to concrete being installed
3. fence must be installed around the pool

### GARAGE (needs Building Permit and Zoning Certificate and Category 2 Site Plan)

1. fill out building permit application ($45) and zoning certificate application ($35 fee)
2. fill out Category 2 Site Plan application (non-critical area $360 – critical area $480)
3. submit building plans and diagram of the property showing where the garage will be placed

**POLE BUILDING (needs Building Permit and Zoning Certificate and Category 2 Site Plan)**

1. fill out building permit application ($45) and zoning certificate application ($35 fee)
2. fill out Category 2 Site Plan application (non-critical area $360 – critical area $480)
3. submit building plans and a diagram of the property showing where the building will be placed

**ROOF**

1. replacing felt paper and shingles – no building permit needed
2. changing plywood under paper and shingles – need Zoning permit ($35 fee)

**PAVILION needs building permit, Category 2 Site Plan and zoning certificate**

1. fill out building permit ($45), Category 2 Site Plan ($360), and zoning application ($35) for a total of $440

**HOME BUSINESS**

1. fill out zoning application ($35 fee)
2. submit documentation and meet requirements listed in Ordinance No. 52/91 (attached)

**SOLAR PANELS**

1. fill out building permit application ($45)
2. fill out zoning certificate application ($35)
3. submit fees, applications, and two sets of plans

**SOLAR ARRAYS**

1. fill out building permit application ($45)
2. fill out zoning certificate application ($35)
3. fill out Category 2 Site Plan ($360)
4. submit fees, applications, and two sets of plans

**Handicapped ramps and patios** – no permit required
**Siding and replacement of windows** – no permit required if replacement windows are same size as original