

Be advised that effective February 1, 2018, an original property survey or updated survey no greater than one-year old, showing all structures currently on the property, is required to be submitted with all residential building permit applications except for the following:

- Alteration of existing space. Survey may be more than one year. (Alteration of space does not include the addition of space)
- Conversion of existing space to habitable space. e.g. garage conversion, finishing a basement. Survey may be more than one year old.
- Applications for licenses. A survey for a Rental Registration or Accessory Apartment may be more than one-year.
- Renewal of a Building Permit.

The purpose of the survey requirement at application is to provide sufficient information to enable the Building Division to make an accurate determination regarding what buildings, structures, and improvements exist with the benefit of a Certificate and which may require a permit. We anticipate that a more accurate review at the time of the permit application will result in a smoother process for the issuance of the Certificate of Occupancy.

In the above policy, it is not required to provide a current survey when renewing a permit. However, when a current survey for completed work is available at the time of renewal, it allows Building Division staff to identify structures on the property that are not in compliance with Town Code. This will allow the applicant to address their problems prior to the C.O. process.

The above survey requirement does not change the requirement for a final survey.