

Interior Renovations



Permit Application Process, Required Inspections and Code Requirements

Building and Zoning permit applications may be submitted using our [Online Permit Center](#). Paper permit application forms may be downloaded from the [Town website](#) or picked up in the office. Paper permits are accepted by mail, email, in-person or by drop box, located in Parking Lot A on Old Post Road. Payments can be made by cash, check or credit card (there is a processing fee for credit cards).

Interior renovations include bonus room, basement or attic finishing, seasonal conversions, kitchen and bathroom remodels, and adding or removing walls or rooms. If you are creating an in-law apartment, please see the [permit process for Accessory Dwelling Units](#).

PERMIT REQUIREMENTS

1. **Public Health Review** – for properties on septic systems. This application is required if the project is creating a public health code bedroom (any room, greater than 70-square feet that has privacy and convenient access to a full bathroom. Closets and intended use are not a consideration). If you are unsure if you have created a public health code bedroom, you may submit floor plans to the Building Department for the Sanitarian to review.
2. **Building Permit** - The fee is based on the retail cost of the remodel, materials and labor. Once you have the cost, we can provide the fee amount. Additional permits are required for electrical, plumbing and mechanical work.
 - Permits are NOT required for flooring, carpeting, painting, wallpapering, cabinets, countertops, replacing appliances like-for-like, replacing existing toilets & vanities, tile work, or similar finish work.
3. **Floor plans, proposed and existing layouts, showing (do not need to be to scale):**
 - Rooms with labels (bedroom, full-bathroom, half-bathroom, kitchen, unfinished areas, etc.).
 - Exit doors and stairs.
 - Location of any mechanicals (oil tank, electric panel, furnace, etc.).
 - If you are finishing or remodeling a basement or attic, we will need to see the floor plan for the floor above or below the remodel.
 - If you are finishing a bonus room over the garage, we will need to see how the space will be accessed (from the garage or from inside the house). If the bonus room has access from inside the house, we will need the floor plan for the floor of the house to which it is connected.
4. **If you are removing a wall:**
 - We will need the engineering specifications on the beam. This should be obtained by the seller or manufacturer of the beam. Smaller openings can often be spanned with standard dimensional lumber headers.

INSPECTIONS

- Framing, sheet rock, insulation
- Rough plumbing, mechanical, electric
- Additional inspections may be required based on the scope of work
- Final inspections

COMMON CODE QUESTIONS

- Egress windows in bedrooms above grade must have an opening of at least 5.7 square feet total, height opening not less than 24-inches and width not less than 20-inches.
- Egress windows in bedrooms at grade level (not more than 44-inches from window sill, up or down to ground) must have an opening of at least 5 square feet total, height opening not less than 24-inches and width not less than 20-inches. Additional code requirements are required for windows below grade in basements. Please contact the Building Department for more information.
- Window sill for egress windows can't be more than 44-inches off the finished interior floor. A permanent step may be acceptable.
- Tempered glass is required for windows within 5 feet of tubs or showers in bathrooms.
- Smoke detectors required in bedrooms and smoke/carbon monoxide detectors required on each finished or partially finished level. Please see this [handout](#) for more information.
- Please see this handout on [Creating Habitable Space in Basements](#).