

## **HOW TO FILL OUT THE BUILDING ADDITION/RENOVATION/ACCESSORY STRUCTURE APPLICATION**

- Applicant must fill out all sections of the contact information (e-mails and phone numbers are required).
- Check off which type of application is being submitted (Building addition, Renovation, Accessory Structure, or Building Conversion).
  - Separate applications may be required if any combination of the above project types is proposed.
- Applicants must give a description of what the proposed project will consist of. (Performing winterization; type and number of rooms being added; square footage of house addition, type of structures to be added; footprint changes, etc.)
  - Example: “a 1200 square foot addition to include two bedrooms and a 1 full bath, to an existing 5-bedroom house.”
  - Example: “Renovation of Master bedroom, with kitchen expansion, replace fixtures in two bathrooms”
  - Example: “500 square foot driveway expansion or bluestone patio with cement base”
  - Example: “1800 square foot pole barn, with ½ bathroom”

### **Addition/Renovation Section:**

- **Pertains to the proposed project**, what is the project proposing to add to the existing dwelling/structure?
  - List the number of bedrooms that are proposed in the addition/renovation.
  - List the number of bathrooms that are proposed in the addition/renovation.
  - List the number of water use fixtures that are proposed in the addition/renovation. (sink, toilet, shower, bidet, etc.)
  - List the number of other rooms (besides bedrooms) that are proposed in the addition/renovation.
  - **List number of oversized bathtubs** that will be added in the addition/renovation (any tub over 99 gallons is considered oversized).
  - Will the addition/renovation/accessory structure have heat?
  - Will the addition/renovation increase the existing dwelling’s footprint?
  - **Will the addition/renovation include footing drains?**
    - If unknown, the applicant should ask the engineer, contractor, or architect.
    - If still unknown, assume “yes”.
  - (example: a 1200 square foot heated addition, that will be adding two bedrooms and 1 full bath, with 0 tubs over 99 gallons, 4 water use fixtures, 0 other rooms, and will increase the existing house footprint and install footing drains).

### **Existing Structure Section:**

- **Pertains to the existing dwelling/structure.**
  - Residential or non-residential buildings.
  - List the number of existing bedrooms in the dwelling
  - List the number of existing bathrooms in the dwelling.
  - EXISTING NUMBER OF OVERSIZED BATHTUBS (any tub over 99 gallons must be counted)

- **DO NOT LEAVE BLANK**
- Size of existing structure (ex: 7500 square feet)
- What type of water supply (well or public water) serves the existing structure
- Are there footing drains around the existing structure?
  - **DO NOT LEAVE BLANK**- if unknown, refer to an existing application on file, check with the Town's Building department or assume yes.

**Existing septic system section:**

- Utilize an existing application OR AHD As built/permit to discharge.
  - **DO NOT LEAVE BLANK**
- Applicant to check with town if sewers are available. (Sewers are only available in parts of Westport).
- Curtain drains will be located on an as built or permit to discharge. If unknown, assume no.
- Soil testing for septic system design differs than soil testing for wetland identification.