**Residential Building Permit Check List**

Is the property legally defined? No See planning and zoning to clear up any Illegal splits

Yes

Are the sewer fees paid for? No Acquire appropriate sewer permit

Yes

Bring receipts

Is there a Home Owners Association? Yes Get HOA approval, preferably in writing

No

Do you have Plans? No Some type of plan is needed

Yes One copy is required

You can get an application at the

Permit Application? No Courthouse, Montpelier City Hall or

On line at bearlakecounty.info

Yes

Submit to building Submit with all other documents

Official in courthouse

Cost is determined by

Square footage

Once payment is received

The permit will be posted