



TOWN OF WASHINGTON
BUILDING AND ZONING DEPARTMENT
TYPICAL APPLICATION FLOW CHART FOR BUILDING PERMIT APPLICATIONS

Complete building [permit application](#) and submit to the Building Inspector, along with all required documentation



Building Inspector receives the application and checks for completeness. Only complete applications with all required documentation can be accepted and incomplete applications will result in delays.



The application is then reviewed by the Zoning Administrator for compliance with all local [Zoning regulations](#), such as allowable uses, setbacks from property lines, and distance from any [wetlands](#).



If the application meets all local Zoning requirements

If the application does NOT meet all local Zoning requirements



The application will be denied and the applicant can:

- 1) Revise the application to meet Zoning requirements.
- 2) Apply to the [Zoning Board of Appeals](#) or [Planning Board](#) for any necessary approvals. For applications which cannot meet setbacks from property lines, this would typically be an [Area Variance](#) through the Zoning Board of Appeals, and most [Site Plan Approvals](#), [Special Use Permits](#) and [Wetlands Permits](#) would be sought through the Planning Board. Each Board and type of application has its own application process and criteria and NO APPLICATION is guaranteed to be approved.



Once the application is approved by the Zoning Administrator or all required approvals have been granted by the Boards, the Building Inspector reviews the application and plans for compliance with applicable [building codes](#).



If the application is in compliance with all applicable building codes

If the application is NOT in compliance with all applicable building codes



The application is revised or additional information is provided in order to bring the application into compliance.



[The building permit fee is paid](#)



The building permit is issued.