Town of Marlborough
Permitting Checklist

☐ Complete Property Information
    If you do not know Zoning/Floodplain or Map/Lot we will complete it for you
    when application is submitted

☐ Include 2 copies of a plot plan - a rough sketch of the property boundaries with measurements showing
    how far all proposed structures are to the front, back and each side of the property.

☐ Complete Owner Information - **Be sure to include email address and phone number**

☐ Complete Applicant Information if someone other than the owner is applying - example would be a contractor
    Be sure to include email address and phone number

☐ Select the Permit Type

    **When using an Electrical or Plumbing Contractor you must have the license holder sign the application
    where indicated and submit a copy of their license.**

☐ Select the Building Use

☐ Indicate if it is new construction, an addition, a renovation or other and the square footage

☐ Please provide a brief description of the work

☐ Attach 2 copies of detailed building plans

☐ If the owner is not the applicant you must include permission of the property owner to perform the work

    Failure to provide a complete application with building plans and plot plans will delay the approval process.