

# CHECK LIST

## FOR EXPRESS/NON-STRUCTURAL BUILDING PERMITS

IF YOU DO NOT HAVE **ALL** OF THE FOLLOWING INFORMATION,  
THIS APPLICATION PACKAGE IS INCOMPLETE AND  
WILL **NOT** BE ACCEPTED

- 1 COPY COMPLETED APPLICATION** – **all** information **must** be provided. (N/A may be used if appropriate.) Must be typed or submitted in block letters. **Map/Parcel available at Assessor’s office or on-line through the Assessor’s database**
- WORKER’S COMPENSATION INSURANCE AFFIDAVIT** (Certificate of Insurance if required)
- COPY OF CONSTRUCTION SUPERVISORS’S LICENSE & HOME IMPROVEMENT REGISTRATION NUMBER & GENERAL LIABILITY INSURANCE FORM (ACORD)**

**OR**

*If the homeowner is doing the work themselves and serving as general contractor for **RESIDENTIAL** projects*

- 1 COPY CONSTRUCTION SUPERVIOR EXEMPTION AFFIDAVIT**
- NON-REFUNDABLE \$55.00 FEE.** Make checks payable to Town of Harwich.

### **REQUIREMENTS FOR TENTS AND TEMPORARY STRUCTURES**

- 1 COPY COMPLETED APPLICATION** – **all** information **must** be provided. (N/A may be used if appropriate.) Must be typed or submitted in block letters. **Map/Parcel available at Assessor’s office or on-line through the Assessor’s database**
- 1 COPY - ENGINEERED SITE PLAN** showing size and locations of all buildings with set backs and location of proposed tent(s) clearly marked
- WORKER’S COMPENSATION INSURANCE AFFIDAVIT** (Certificate of Insurance if required)
- 1 COPY – FIRE GRADING CERTIFICATES**
- FLOOR PLAN** – showing seating plans and means of egress
- Sign off from Conservation**
- Non-refundable application fee of \$55 per tent.** Make checks payable to Town of Harwich

**Electrical permits may be required – Check with Electrical Inspector at 508.430.7507, Ext 352**

**Filing this registration does not relieve the applicant from any other town department regulations – including but not limited to Health, Conservation, Planning or Historic**