



General Guidelines for Construction in East Hampton

Building a new home, addition, or other structure is an exciting adventure, but the regulatory process can be confusing. These guidelines are meant to help you understand to what entity, and the order, in which applications need to be submitted. It is not comprehensive and you should consult with the Land Use Department before embarking on a project.

Before submitting any application to the Town, you'll need to develop a site plan and building plans. For small projects such as sheds, decks and above ground pools, a hand drawn site plan may be acceptable, but *must be* accurate and drawn to scale. For larger projects, such as additions and new construction, a professional plan on an A-2 survey will be required.

Once plans are complete, the following is a general guideline for obtaining the proper approvals:

1. Contact the [Chatham Health District](#) – Nearly all construction requires a Health approval. Plans and applications must be submitted and approved prior to moving forward.
2. Contact the Land Use Department. Depending on the location and size of your project and property, additional approvals may be required. For example, you may be near a wetland area and need a wetlands permit. This should be done before moving forward. We can help you through that process.
3. If you live along a Town owned road, submit a Zoning Application *and* Driveway Permit Application to the Land Use Department along with the appropriate fees. Zoning Applications *WILL NOT* be accepted without a driveway application. If the property is along a State Road, you must contact [CT DOT](#) for an encroachment permit.
 - a. The Zoning Fee is dependent upon the type of construction. Fees are found on the [APPLICATION](#) form.
 - b. The [DRIVEWAY PERMIT](#) fee is \$25.00. A \$500 bond in the form of cash or certified check must be submitted at the same time along with a Certificate of Insurance. Applications will not be accepted without a bond. The Land Use Department will forward this application to the Department of Public Works for their review.
4. If Health, Driveway, and Zoning standards are met, the Land Use Department will email you the Zoning Approval.
5. Submit the appropriate construction plans and applications to the [BUILDING DEPARTMENT](#).
6. Once you have received your Building Permits you may proceed with construction, but be sure to schedule all required inspections. Any skipped inspections will slow down your job.

Note: You may submit your Driveway, Zoning, and Building application simultaneously, but be aware that Building Permits *CANNOT* be issued until all other permits and approvals are granted.

**THIS IS A GENERIC GUIDELINE. COMMERCIAL PROJECTS WILL REQUIRE ADDITIONAL APPROVALS.
CONTACT THE APPROPRIATE DEPARTMENT FOR ADDITIONAL INFORMATION.**