

Onset Campgrounds Construction Overview

Planning to do some construction, upgrades, or repairs on your cottage on the Onset Campgrounds? If so, please read and follow the Onset Board of Trustees **Construction Requests / Building Permits Policy** carefully. For your convenience, the table below outlines the general steps you need to take, based on the extent of your planned project.

	New Construction	Upgrades & Major Repairs	Minor Repairs/Construction
1.	Prepare Plans/Information	Prepare Plans/Information	Know what you want to do
2.	Talk with your Neighbors	Talk with your Neighbors	Talk with your Neighbors
3.	Submit Request to OBOT	Submit Request to Operations Manager	No request for approval from OBOT is required
4.	Approval/Rejection by OBOT	Approval/Rejection by Operations Manager <i>Appeals to OBOT</i>	No approval is required
5.	If approved, obtain needed permits	If approved, obtain needed permits	Check with the Town to make sure no permits are required for the work
6.	Start work within 12 months	Start work within 12 months	Start work within 12 months
7.	Finish work within 24 months	Finish work within 24 months	Finish work within 24 months

DEFINITIONS:

New Construction -- Any construction that replaces or creates a new structure(s) on the lot. This includes dwellings, additions, decks, sheds, garages, patios, porches, ramps, seawalls, arbors, trellises, gazebos, etc., as well as interior spaces that are converted from storage space to living space.

Repairs / Upgrades — Any construction requiring municipal permit(s) that is necessary due to damage or normal wear and tear of an existing structure. Or, any discretionary construction that improves or updates an existing structure on a lot without changing the footprint, nor increasing livable space within the current footprint, but that requires a permit. This includes repairs or upgrades to existing dwellings, decks, sheds, garages, porches, ramps, patios, seawalls, roofs, etc. and interior spaces, including HVAC, electrical or plumbing repairs or replacements that require permits.

Minor Repairs/Construction – any discretionary repair, upgrade, or construction that does not require any permits from the Town.