

Instructions for Building Permit Building Permit Applications and Procedures

Click on the [Document links](#) to view and print forms in PDF format. The forms may then be brought or sent by mail to the Athol Bldg Dept, 584 Main St. Ste 4 Athol, MA 01331.

If you do not already have Adobe Acrobat Reader you may download it for free from <http://get.adobe.com/reader/>

Building Permit Application: Used for new structures, such as 1 + 2 family Dwellings/Decks/Roofs/Swimming Pools/Sheds/Additions/Alterations/Siding/Signs/Demo/Etc., along with the appropriate attachments as needed.

Procedure

If questions arise, the staff shall determine the department signoffs that are applicable.

1. Print or type the application forms clearly and completely. Applications that are illegible will not be accepted.

2. Applications:

The applicant is required to furnish all of the supporting material, together with the completed application to the Departments indicated on the application. A Building Permit will be issued by a Building Inspector when the application is complete and in compliance with all applicable laws and regulations.

The Applicant must submit and receive approvals or acknowledgement from all the Departments, Boards or Commissions involved, prior to submission to the Inspection Department Review.

Tax Collector: As of January 18, 2005, all building permits will require the Athol Tax Collector to sign off. As per MGL Chapter 40 Section 57 as accepted at the annual Town Meeting on May 5, 1997.

Assessors Office: All permits will be signed by the Assessors Office, which will have the property's map and lot number.

DPW: For water and sewer approval, assignment of house number, street excavation and a review of any potential drainage issues.

Health Department: A commercial kitchen is involved, the installation of a septic system, or any addition on a lot that has a septic system.

Planning Board: Development requiring Site Plan approval, lot release, when as ANR Plan is required, MGL Chapter 41 (Section 81- L) or when a P Plan is involved.

Conservation Commission: Proposed work located within 100 feet of wetlands

Fire Department: Projects where fire detection/ Fire Protection Systems, where Fire Department access is required, or proposed locations for the storage of Hazardous Materials.

Historic Commission: Where applicable.

Building Permit Cards: A new permit card will be issued to the Applicant when the permit application is approved. This new permit card must be posted on site in a secure and conspicuous for public viewing.

Building Occupancy Permits: When satisfactory evidence is presented showing that all fees have been paid to the Treasurer/Collector, a Certificate of Occupancy

Application will be issued to the Applicant. When all of the required final inspection signatures are obtained a certificate will be issued.

ALL BUILDING PERMIT WORK REQUIRE INSPECTIONS