

NOTES ON SUBMITTING BUILDING PERMIT APPLICATIONS

New Homes: See Permit Fee Schedule for appropriate permit fee.

Lot Release: If the lot is part of a subdivision (private way), the lot must have been released by the Planning Board prior to building permit. If the lot is on a town-accepted way, no lot release is required. If the lot is newly created (not shown on Assessors Map), the plan must be recorded at the Registry of Deeds (by the owner or applicant) prior to the building permit being issued.

Applicant must include the following:

Site Plan: Must indicate size of lot, dimensions, distances of structure from lot lines, water line and sewage disposal. If there is a septic system, the approved septic plan should be submitted.

If property is on Town sewer, the site plan should show the location of the sewer line instead of the septic system, plus all of the above details. Get certification from the Sewer Department that the property can be connected to Town Sewer.

Zoning: If lot size, setbacks, or zoning do not conform to Zoning Bylaws, applicant must seek a variance or Special Permit from Zoning Appeals Board, depending on circumstances. Once the property has been through the process and variance or special permit has been granted, the applicant must bring in proof that the variance or special permit has been recorded at the Registry of Deeds (otherwise it is not valid) before a Building Permit can be issued.

House Plans: House plans should include floor plans, foundation plan and cross section, in addition to site plan. Prior to submission of building permit application, the applicant should bring a set of house plans to the Fire Department for review by the Fire Chief and/or Deputy Fire Chief. Electricians are to follow Massachusetts State Electrical Code pertaining to the location of smoke detectors.

Driveway: Get sign-off from Highway Department for the driveway location, which should be shown on the site plan.

Conservation: Building Permit application must be signed by the Conservation Commission. In accordance with the Wetlands Protection Act, if there is any construction proposed within 100 feet of wetlands, the applicant will have to file a Notice of Intent with the Conservation Commission. Furthermore, in accordance with the Rivers Protection Act, any construction within 200 feet of a river is severely restricted.

A Building Permit cannot be issued until Conservation Commission issues an "Order of Conditions". The Order must be recorded at the Registry of Deeds and proof of that recording must be included with the building permit application.

Completing the Permit Application

The Building Permit application must include the address of the property, the Assessors Map and Parcel No. (if a portion of another lot, state: Portion of Map...Parcel...). If the owner is not building the house for himself, a contractor should be listed. Include his name, address, telephone number, and construction supervisor license number on the application. Include a photocopy of it with the permit application. Also include Workmen's Compensation Insurance certificate or fill out a Workmen's Compensation Insurance Affidavit.

All parts of the house should be listed with their dimensions (main house, ell, jog, separate family room, breezeway, mudroom, garage, deck, etc.) Permit fees will be calculated for each per schedule.

Lot size and distances from lot lines must be specified in the spaces provided.

If Order of Conditions, Zoning Variance/ Special Permit are applicable, make sure there is a copy of front page showing that it has been filed.

Commercial and Industrial Projects – See Permit Fee schedule for appropriate permit fee.

New Commercial/Industrial:

In most cases, Site Plan Approval is necessary prior to issuing the building or permit. Check with the Building Inspector.

Proposed use must conform to zoning requirements or have authorization from Planning Board or Zoning Appeals Board, depending on project. The following requirements must also be fulfilled: Building Permit application, site plan, floor plans, foundation plan, and cross-section, and mechanical plans, septic or sewer plan, energy conservation forms, fire department approval of fire protection system, proof of recording of Site Plan Approval decision (if applicable) and Conservation Order of conditions (where project is within 100 feet of wetlands).

Contractor must have construction supervisor license, liability insurance, and workmen's compensation insurance.

Additions – Commercial/Industrial

If there is a change in use or if more than 6 additional parking spaces are required, the project may need Site Plan Approval process. (Check with the Building Inspector.) The Fire Department requires plans for the fire protection system. If there is to be a major increase in the occupancy load of the building, the Board of Health should also approve application.

Completing the Permit Application:

The Building Permit application must include the address of property, the Assessors map and Parcel No. (if a portion of another lot, state "Portion of Map...Parcel..."). The General Contractor must be listed, along with his address, telephone number, and construction supervisor license number on the application. Include a photocopy of it with permit application. Also include Workmen's Compensation Insurance certificate or fill out a Workmen's Compensation Insurance Affidavit.

On the permit application, all parts of the structure should be listed with their dimensions (main building, ell, loading dock, etc.) Along with the Building Permit Application, include site plan, floor plans, foundation plan, cross- section, and mechanical plans, septic or sewer plan, energy conservation forms, fire department approval of fire protection system, driveway approval, proof of recording of Site Plan Approval decision (if applicable) and Conservation Order of Conditions (where project is within 100 feet of wetlands).

Conservation Commission must sign off on the building permit application. New construction is not permitted in designated Flood Zones unless a Special Permit is granted.

Major Additions – See Permit schedule for appropriate permit fee.

Additions – Residential

Application must include site plan, floor plans, specifying what rooms are to be used for, foundations plan, and cross-section. (If addition is to be insulated, MecCheck must be included.)

Conservation Commission must sign off on the building permit application. The addition may not be built within the 100-foot buffer zone to wetlands unless an Order of Conditions for the addition is recorded at the Registry of Deeds.

Construction supervisor license and home improvement registration are required, as well as Workmen's Compensation information.

Minor Additions & Structures – See Fee Schedule for appropriate building fees.

Alteration: Extent and type of alteration will determine what is needed. Check with Building Inspector.

Garages: Whether garage is attached to house or detached, a site plan is required.

Conservation Commission must sign off on the building permit application. The garage may not be built within the 100-foot buffer zone to wetlands unless an Order of Conditions for the garage is recorded at the Registry of Deeds. Construction supervisor license and home improvement registration are required. Workmen's Compensation Insurance Form is required. See Fee Schedule for appropriate building permit fee.

Shed, Gazebos, Screen houses, etc.: Fee and required distance from lot lines must be adhered to (see Zoning bylaws). Plot plan needs to be submitted with application. Construction Supervisor license and home improvement registration are required for shed contractor. Workmen's Comp. Insurance Form is required.

Pools: All pool permit applications must have the Wiring Permit

In ground: Needs site plan noting distance from lot lines, septic system, and any wetlands on or near property. Pool must be at least 10 feet from septic tank and 20 feet from leaching field. All in ground pools must be at least 100 feet from any wetlands. (This 100-foot distance is called the "buffer zone"). The Conservation Commission must sign off on the building permit application. If not 100 feet away, an Order of Conditions from the Conservation Commission must be recorded at the registry of Deeds before a building permit can be issued. Improvement registration is required for in ground pool contractor. Construction supervisor license is not required. Workmen's Comp. Insurance Form is required.

Above Ground: A site plan is desirable but not an absolute requirement. Pool should not be placed in an easement or on top of septic system. Construction supervisor license and home improvement registration are required for above- ground pool contractor. Workmen's Comp. Insurance Form is required.

A 4-foot non-climbable barrier as prescribed in Seventh Edition of Massachusetts State Building Code 780 CMR must control all access to in ground and aboveground pools.

Information required for Plan Review

One complete set of scaled plans showing-

- All floor plans
- Elevations
- Framing Details
- Porches and Decks
- Door sizes and locations
- Window sizes and locations
- Cross sections
- Complete foundation plans
- Dimensions for all areas

Highway Department approval

Board of Health approval

Fire Department approval

Conservation approval (if applicable)

MEC check energy calculations (updated version) with HVAC type and efficiency Stamped structural calculations for designed beams, floor joists, etc.

Approval site plan to include-

- All property lines and marked setbacks
- Foundation layout to match submitted plans
- Utility locations and elevations
- Location of foundation drain
- Soil logs
- Zoning
- Acreage
- Wetlands
- All lot dimensions including frontage, side and rear dimensions
- Engineer's Stamp