



Town of Sturbridge

Department of Inspectional Services

Building Code Enforcement

Nelson B. Burlingame - Building Commissioner

nburlingame@town.sturbridge.ma.us

Town of Sturbridge: Checklist to help determine a Possible Buildable Lot

This document is intended to summarize components that may help determine a lot is “buildable” per the Town of Sturbridge. This is not meant to be comprehensive, only a guide. It is in your best interest to check with these departments, as no one department can determine the “buildability” based on the complexity of circumstances.

Department	Responsibility	Parcel Zoning	Public Meeting Required	Legal Notice Required
Assessor 508.347.2503	Property Record Card Plot Plan – or find our our website via GIS	X		
Board of Health 508.347.2504	Septic Requirements Well Requirements		X – possible X – possible	X – possible X – possible
Building Dept 508.347.2505	Building Permit Applications Maintain Set Back Requirements Schedule Inspections: Electrical, Plumbing & Building	X		
Conservation Dept 508.347.2506	Wetlands Protection (Within 200’ of a waterbody) Tree Removal Request (Private Property)		X – possible X – possible	X – possible X – possible
Dept of Public Works 508.347.2515	Sewer &/or Water Tie-In Schedule Curb Cut Approval Driveway Permit Applications			
Finance Dept 508.347.2509	Status of Taxes (paid or owed) Determine if parcel has Town Water/Town Sewer Betterment Fee (public utilities: current or proposed)			
Fire Dept 508.347.2525	Smoke & Carbon Monoxide Inspections/Certificates Underground Storage Tanks (Fuel)			
Planning/Zoning Dept 508.347.2508	Parcel: Lot Use Parcel: Meets Zoning Requirements		X – possible	X – possible
Tree Warden 774.200.3947	Tree Removal Request (Town Property)			

Dated: August 2016

Center Office Building 308 Main Street
Sturbridge, MA 01566

Telephone (508)347.2505
Fax (508)347.8243

“Public Safety ~ A Joint Responsibility”