



BUILDING PERMIT INSTRUCTION SHEET

DEFINITION: Permit: An official document or certificate issue by the authority having jurisdiction which authorizes performance of a specified activity. *As per State Board of Building Regulations and Standards: 780 CMR, Section 105 Permits: It shall be unlawful to construct, reconstruct, alter, repair, remove or demolish a building or structure; or to change the use or occupancy of a building or structure; or to install or alter any equipment for which provision is made, or the installation of which is regulated by 780 CMR without first filing an application with the building official and obtaining the required permit."*

WHEN IS A PERMIT REQUIRED: 780 CMR, SECTION 105, "PERMITS"

It shall be unlawful to

- construct, reconstruct, alter, repair, remove or demolish a structure; or
- to change the use or occupancy of a building or structure; or
- to install or alter any equipment for which provision is made or the installation of which is regulated by this code without first filing a written application with the building official and obtaining the required permit therefore.

APPLICATION:

- MUST be signed by the owner of the building, at which work is to be performed
- MUST include
 - contractors' signature & MA issued Construction Supervisors License (CSL) Number; or
 - a completed Home Owner's Exemption Form; or
 - an Architect's or Engineer's Registration Number in charge of the job under "Controlled Construction".
- MUST include
 - a MA issued Home Improvement Contractor (HIC) Registration Number (for Residential: 1 – 4 Units alterations only, not required on a new house); or
 - Exemption Affidavit
- Download the appropriate Building Permit Application from our website (see Applications & Forms)

REQUIRED PLANS:

The permit application shall be accompanied by:

- (1) set of working drawings & (1) pdf file
- Plan to be drawn to scale with sufficient clarity & detail and in compliance with MA State Building Code
- Buildings larger than 35,000 cubic feet of area, MUST be stamped by registered architect or engineer; controlled construction.

All plans shall include but not limited to:

- **Floor Plans:** Shall and must show location & dimension of the area, means of egress, uses of area, method & amount of ventilation, fire stopping & finish schedule
- **Framing Plans:** Shall and must show spans, bearing walls, type and size of materials, foundations and footings.
- **Elevations:** Shall and must show façade, window sizes, building height & dimensions, railing heights, crawl space, roof venting & fire separation walls & floors.
- **Approved Drainage/Driveway Plan (if applicable):** Stamped, signed and approved by the DPW.
- **Plot Plan:**
 - MUST be provided for ANY AND ALL protrusions beyond legal, existing rooflines, additions or accessory buildings, showing ALL dimension and setback distances from overhangs.
 - Lot Coverage
 - Average Grade
 - Building Height

- ½ Story Calculations for attic renovations
- Open Space percentages
- MUST be certified plot plan (stamped, signed and dated by a Registered Land Surveyor).
- Upon Completion of work, a Surveyor's Affidavit (Certified "As Built") plan must be filed prior to final inspection and occupancy
- Buildings over 400,000 SF or (5) stories high, MUST have an Independent Structural Engineer Review
- Stamped structural drawings as required by MA State Building Code.

ATTACHMENTS (IF APPLICABLE):

- **Variances & Special Permits:** work being done pursuant to Zoning Board of Appeals and/or Planning Board Approvals, MUST HAVE ALL necessary signatures, show proof of recording with the Registry of Deeds and show ALL conditions have been met which were required prior to the issuance of a building permit.
- **Conservation Commission:** approval required if the building is within or near Buffer Zones and/or Floodplain Districts as determined by said Commission.
- **Board of Health:** approval required for a house on a septic system if adding bedrooms, remodel kitchen and/or bath, expansion of footprint or installing swimming pool, or as otherwise applicable.
- **Demolition Permits:** will not be issued for building and structures 100 years old or older unless the Historic Commission has reviewed and approved said demolition. The Building Official may request an asbestos survey review and/or proper removal prior to issuance of a permit.
- **Condominium Permission Form (or Mobile Home if applicable):** SHALL apply whenever any buildings or units are owned separately under the requirements of MGL Chapter 183A.
- **Certificate of Liability and/or Workman's Compensation Insurance.**

MINIMUM REQUIRED INSPECTIONS: (prior to issuance of Certificate of Occupancy, in approximate order)

- Excavation/Soils Inspection BEFORE concrete, structural fill or stone are placed. (Commercial)
- Foundation & Footings, then Drainage prior to Backfill.
- Surveyors Affidavit when forms are in place or otherwise ordered by the Building Official (As Built)
- Trench Inspection (if appl).
- Rough Electrical Inspection.
- Rough Plumbing and/or Gas Fitting Inspection.
- Rough Framing Inspections – AFTER fire stopping is complete and BEFORE insulation is installed.
- Insulation Inspection, unless otherwise ordered by the Building Official.
- Final Electrical Inspection.
- Final Plumbing and/or Gas Fitting Inspection.
- Final Fire Department Inspection (Smoke/CO) Inspection
- Final Highway Inspection (Driveway if appl.)
- Final Septic/Well Inspection (if appl.)
- Final Water/Sewer Inspection (if appl.)
- Final Site Work Planning/ZBA Inspection (if appl.)
- Final Assessor Inspection
- Final Building Inspection – This is the last inspection. All other inspectors MUST sign off before the Building Official can inspect. Once the building card is all signed off, you will receive the Certificate of Occupancy.

CERTIFICATE OF OCCUPANCY OR CERTIFICATE OF COMPLIANCE

- **Permit:** A written application must be made for a Certificate of Occupancy OR Certificate of Compliance.
- **Permit Card:** The Orange and White Cards received by the Building Department MUST be posted on site (in a clear plastic bag) & visible to the public prior to any work starting.
- Work being done pursuant to Zoning Board of Appeals (ZBA) and/or Planning Board approvals must show that all conditions have been complied prior to the issuance of a Certificate of Occupancy or worked out otherwise, due to special conditions.
- **Inspection Request:** Per 780 CMR 2015 Building Code, Section 110 Inspections, R110.5 Inspection Requests (Residential) and IBC 110.5 Inspection Requests (Commercial): *It shall be the duty of the holder of the building permit or their duly authorized agent to notify the building official when work is ready for inspection. It shall be the duty of the permit holder to provide access to and means for inspection of such work that are required by 780 CMR. The building official may require the permit holder or his or her representative or the licensed construction supervisor to attend these inspections.*

NOTE: Additional information and/or inspections may be required if the Building Official deems necessary.