

## General Information

**Applicability:** Building permits are required for any construction, reconstruction, alteration, repair, moving or demolition of a building or structure; or change of use and occupancy; or for the installation or alteration of any equipment which is regulated under the provisions of the Massachusetts State Building Code.

**Exemptions:** Building permits are not required for, 1) one story detached accessory structures\* used as tool or storage sheds provided that the floor area does not exceed 200 square feet in Residential Zoning or 120 square feet in Commercial or Business zoning. (regardless of the size, zoning setbacks must be followed) ; 2) fences 7 feet in height or less; 3) retaining walls which retain less than 4 feet of unbalanced fill; 4) ordinary repairs and maintenance which do not alter the building or structure; 5) greenhouse covered exclusively with plastic film.

\*for accessory structures please review "Application Information-Accessory Structures & Sheds"

## Submittals

**Application:** Application must be made by the owner or authorized agent. The application must be thoroughly and accurately completed. Accuracy and completeness will directly affect the time required to process the application through the Planning, Conservation, Health, Water and Sewer, Fire and Inspections Departments, if required. It is the Applicants responsibility that the plan meets with the MASSACHUSETTS RIVERS PROTECTION ACT, Chapter 258 of the Acts of 1996.

The Massachusetts State Building Code (780 CMR) provides that the building official shall review an application within 30 days of filing. For purpose of this section, the application is not considered to have been filed until other departments have approved it, if required, and it is returned to the Inspections Department for plan review with all required documents. The building permit fee, payable to the town of permit application in the correct amount, must be included with the permit application (some amounts may be determined after

permit application is presented). Permit fees are non-reimbursable, non-transferable, nor does payment guarantee issuance of a building permit.

**Construction Documents:** For new construction, include one (1) set of scaled drawings (2'x3') and two (2) half size (11" x 17") sets with the completed application. For upgrades or renovations, two (2) sets of half size (11"x17") is sufficient.

ALL plans must be of sufficient clarity, detail and dimensions to show compliance with the building code, including identification of Code Books the plans are drawn on. At a minimum, construction documents shall include the following: foundation plans and details, floor plans with room dimensions and showing the location of all fire protection systems and heating system storage areas, exterior building elevations, framing plans showing structural elements and connection details, schedule and/or detail of door and window installation and energy conservation details. If the proposed work involves adding a bedroom, the plans must show location of smoke and carbon monoxide detectors.

**Incomplete plans will cause the application to be denied.**

Work requiring the installation of fire alarm/fire protection must also be shown on the plans. Upon plan review by the Inspections Department, plans will be forwarded to the Fire Department for inspection purposes. Upon building permit issuance, the full size set of plans will be returned to the applicant.

**Stamped Plans:** Plans and specifications for any building containing more than 35,000 cubic feet of enclosed space must be stamped and signed by a Massachusetts registered architect or engineer. In addition, the building official may require the services of a registered design professional for plans involving the design of any structural member or building system.

**Plot Plan:** If the footprint of an existing building or structure is being changed or a new building is being located on a lot, a scaled plot plan must be submitted with the application. The plot plan, which may be required to be drawn and stamped by a registered land surveyor, must show lot dimensions, locations and setbacks of all existing and proposed structures, easements, septic systems, location of any flood zones and wetland. A mortgage survey plan will not be accepted to satisfy this requirement.

**Construction Supervisor License and/or Home Improvement registration:** If application is made by the contractor of record, include a valid copy of the Massachusetts Construction Supervisor License and/or Home Improvement Registration, if applicable. If a homeowner, as defined in 780 CMR 110.R.5.1, is applying for a building permit (one and two family only), a completed homeowner exemption affidavit must be included with the application (form available at the Inspections Dept. or on-line).

**Waste Disposal Affidavit:** A signed completed Waste Disposal Affidavit is to be included with all existing building permit applications (form available at Inspections Dept. or on-line).

**Worker's Compensation Insurance Affidavit:** A completed and signed Worker's Compensation Insurance Affidavit and copy of insurance policy, if applicable, is to be included. (form available at Inspections Dept. or on-line).

**Returned Documents:** It is the Applicants responsibility to pick up the required documents or signature card, or provide a self-addressed stamped envelope for document return.

#### **Additional Information**

**Posting of Permit Signature Card:** The building permit signature card, if provided, must be posted at the work site in clear view, protected by the weather at all times and made available to the appropriate inspector during the required inspection. **Failure to do so may require a re-inspection fee.**

**Required Inspections:** The building permit will indicate specific points in the construction process at which inspections must be made. No work should proceed until each of these phases has been inspected and approved. It is the applicant's responsibility to notify each inspector at least 48 business hours in advance of each required inspection.

**Expiration of Permit:** A building permit expires if the work authorized is not started within six (6) months of issuance and continued, in good faith, to completion.

**Occupancy:** Upon completion of work for new construction or change of use, a Certificate of Use and Occupancy must be obtained by the applicant before the building can be occupied.