

# General Application Instructions

**We are now online for your permitting needs.**

## When are permits Required

A building permit is required whenever a project includes construction, reconstruction, alteration, repair, removal or demolition of a structure; change of use or occupancy of a building or structure; or installation or alteration of any equipment that is regulated by the Commonwealth of Massachusetts State Building Code.

## Penalty

Failure to obtain a building permit or starting work before a permit is issued may result in increased permit fees, fines up to \$1000 per day, imprisonment or any or all the foregoing.

## Application

Applications must be made by the owner or his/her authorized agent with written approval of the owner. Forms must be thoroughly and accurately completed. Accuracy and completeness will directly affect the time required to process the application through the Engineering, Planning, Conservation, Health and Building Departments.

The State Building Code provides that the Building Department shall review a building permit application within 30 days after filing. For purposes of this section, the permit is not considered to have been filed until other departments have approved it and is returned to the Building Department for zoning and building code review. Permit fees are posted at the counter and are set by ordinance.

## Construction Documents

Every application must have your construction documents attached to your online application. They must be drawn to scale, with sufficient clarity, detail and dimensions to show the nature and character of the work to be performed and compliance with 780CMR. This information will be thoroughly reviewed to determine code compliance. Again, the degree of completeness and accuracy will have a direct bearing on the time required for review and approval. Please read the information requirements provided.

## New 1 or 2 Family Required Documents

Engineered plot plan, complete building plans, preliminary HERS rating, engineered beam calculations, licenses and insurance.

**\*Please be advised: In order to avoid delays in approval, submit your sheet metal application at the time you submit your building application.**

## **Stamped Plans**

Plans and specifications for any alterations to or construction of buildings containing more than 35,000 cubic feet of enclosed space must be stamped and signed by a qualified registered professional engineer or architect in accordance with Section 116.0 of 780 CMR. Falls under Construction Control. We can find the Initial and Final Affidavits on our Building page.

## **Posting Permit**

The building permit must be posted at the site in clear view, protected from the weather and available for inspectors to always initial until the Certificate of Use and Occupancy is issued.

## **Occupancy**

Upon completion of the work and prior to occupancy or use of an altered, renovated, repaired area or new structure all applicable signatures must be affixed to the posted permit and signed off by the Inspector of Buildings. Final code and construction compliance certificates are required for all construction-controlled projects.

## **Expiration**

A building permit expires if the work authorized is not started within 6 months of issuance and continued through, in good faith, to completion as determined by the Inspector of Buildings.

## **General Information**

The building permit will indicate specific points in the construction process at which inspections shall be made. No work shall proceed until each of these phases has been inspected and signed off by the appropriate inspector. It is the applicant's responsibility to notify each inspector at least 24 hours in advance of each required inspection.

At the rough inspection the electrical, plumbing, gas, mechanical and fire department approvals, if applicable, must be obtained prior to requesting inspections of the building inspectors. If you require any additional information, please contact the Building Department. We look forward to working with you to ensure a safe building for the future. Permit fees are not reimbursable, not transferable, nor does payment guarantee issuance of a Building Permit.