

## **BUILDING PERMIT PROCEDURE FOR SINGLE FAMILY HOMES**

1. Obtain a Building Permit Application Form from the Building Inspector.
2. Obtain a copy of your plot plan and submit two (2) sets of building plans.
3. Submit an engineered site plan with the following information:
  - A. the site plan must show the existing and proposed grades;
  - B. the site plan must show the location of the house, deck, porch, bulkhead, chimney & any accessory structures with reference to the property lines;
  - C. the site plan must show the location and proposed grade of the driveway;
  - D. the flood plain determination must be on the submitted site plan; and
  - E. the location of the proposed utilities must be shown on the site plan.

**This must be reviewed by the Building Inspector to be certain that all proposed structures meet all zoning regulations and by-laws.**

4. Documentation must be submitted which shows compliance with the current version of the International Energy Conservation Code. Compliance may be obtained through the prescriptive building thermal envelope requirements or the performance options which are provided. Testing of the building envelope tightness and duct tightness will be required before occupancy.
5. Obtain building authorization and permits from the following:

### **A. SEWER DEPT. OR BOARD OF HEALTH**

1. The applicant shall take the building permit application to the DPW Sewer Division at 644 Providence Rd. where the sewer connection application will be reviewed and the applicable connection fee will be annotated on the connection permit. The Sewer Division representative will sign the application to indicate that the fee is correct and the fee is approved. The fee must be paid to the Town Treasurer prior to final approval by the Building Inspector.
2. Authorization from the Board of Health if septic system:
  - a. Soil must be tested for percolation rate, etc.
  - b. Septic system must be designed and submitted to the Board of Health for approval.

## **B. WATER DEPT. OR BOARD OF HEALTH**

1. The applicant shall take the building permit application to the DPW Highway Division at 11 Fletcher St. where the water connection application will be reviewed and the applicable connection fee will be annotated on the connection permit. The Public Works representative will sign the application to indicate that the fee is correct and that the permit is approved. The fee must be paid to the Town Treasurer prior to final approval by the Building Inspector. The application must also be signed by the Whitinsville Water Co.
2. Authorization from the Board of Health if a well:
  - a. A plan showing the location of the well on the lot is required; and
  - b. The well must be tested for quantity and quality and the results submitted to the Board of Health.

## **C. CONSERVATION COMMISSION**

1. Any construction within 100 feet of a wetland will require that you obtain an approved "Order of Conditions." A plan detailing all work must be submitted along with a completed "Notice of Intent."

## **D. DEPT. OF PUBLIC WORKS**

1. Authorization from the Dept. of Public works. Present a copy of your site plan, detailing the proposed location of your driveway, drainage and utilities. A site visit of your lot may be necessary.

## **E. FIRE DEPARTMENT**

1. The number, type, size, and location of all kinds of fire/smoke alarms and carbon monoxide detectors should be approved by the Fire Chief or his designee. A furnace permit must also be obtained from the Fire Dept.

## **6. Comply with all special town regulations such as:**

- A. The Building Inspector requires that each Town Department listed on the inside cover of the permit application, sign the Building Permit Application;
- B. The Board of Health requires that if a well is to be driven, that the well be driven, tested, and certified potable (drinkable) before a building permit can be issued; and
- C. The Board of Health requires that if there is no town sewer available, that an approved Septic Design be on file with the Board of Health.

7. Your new home should be built by a contractor with a Massachusetts Construction Supervisor's License. A copy of his/her license must be included with the permit application
8. Bring copies of all plans & permits, as well as the completed building permit application to the Building Inspector for review.
9. Notify Dig Safe at 1-800-322-4844 72 hours before beginning construction.
10. The building permit signature card must be present on the job site at all times. The Schedule of inspections is as follows:
  - A. Electrical inspections after rough wiring and finish wiring;
  - B. Plumbing inspections after rough plumbing and after finish plumbing;
  - C. Building Inspector inspection after excavation, after foundation pour, after framing, (after rough plumbing and rough wiring inspections have passed) after insulating, wallboard, and when finished;
  - D. Fire Department inspections after fire/smoke alarms, carbon monoxide detectors, are installed; and
  - E. Board of Health inspection when the septic system is excavated, components are in place, grading and stabilization. Certification and an as-built plan must be provided by the system designer and the installer must also submit his certification.

#### **FINAL OCCUPANCY:**

A Certified As-Built Plan must be submitted prior to occupancy to include the following:

- A. Existing grades;
- B. Location of house, deck, porch, bulkhead, chimney and all accessory structures;
- C. Location and final grade of the driveway;
- D. Flood plain determination;
- E. Location of all utilities;
- F. Location of all easements on the property.