



CONSTRUCTION CONTROL FACT SHEET

TO OBTAIN A BUILDING PERMIT, SUBMIT THE FOLLOWING:

- Completed application, signed by the Fire Department, the Treasurer's Office and the Board of Health, a Worker's Compensation Insurance Affidavit filled out, dated and signed by you and a signed Owner's Authorization Form or the owner's signature on the application in the appropriate place. (For new building - each Department Head must sign)

In order to get an approval or "sign off" from the Board of Health for construction or fitup of any building served by a septic system, the applicant must show that the proposed finished building, or changes to an existing building, will have a septic system with adequate capacity, in accordance with the current Title 5. If there is an existing septic system, the capacity of the system may be calculated by a Professional Engineer and a letter submitted to the Board of Health stating that the current system is adequate with an explanation and the calculations shown. Any records at the office of the Board of Health may be copied and used to assist this process. If the existing system is not of adequate capacity to accommodate the building in its finished form, then the application cannot be approved. In this case the applicant could be required to connect to sewer or to install a new system, or add on to the existing system.

- One copy or set of drawings stamped by the Fire Department along with a sprinkler narrative from a sprinkler company.
- Construction Control Documents - Initial and Final

Link:

<http://www.mass.gov/find-construction-control-documents-and-building-related-forms>

- Site Plan Review approval unless specifically waived.

TO OBTAIN AN OCCUPANCY PERMIT, SUBMIT THE FOLLOWING:

- Inspection reports signed and stamped by a design professional and a completed Inspection Log.
- Sign off by the wiring, gas and plumbing inspectors.
- Complete Occupancy Permit Application with all signatures.
- Final inspection sign-off by the Inspector of Buildings (Life Safety Elements)

SEE ASBESTOS REMOVAL FACT SHEET LINK.