

Town of Georgetown Building Permit Instruction Sheet

Instructions: Please read this instruction sheet carefully to avoid possible misunderstandings of the building permit process. Questions can be addressed to the Building Inspector's Secretary. Smaller projects may not require extensive plans, etc. Inspector may waive some requirements if the project is, in his/her opinion, small enough in size, etc.

The "Owner" is responsible for seeing to the completed applicable information on the application. **FAILURE TO SUBMIT A COMPLETED APPLICATION IN ITS ENTIRETY MAY DELAY THE APPROVAL OF THE APPLICATION.** No work requiring a permit may commence prior to the approval of the complete application by all listed Town Boards and Departments. Please allow sufficient lead-time before the intended date for commencement of the work to obtain these approvals. **MA Building Code Sec 114.0 & 114.1 (Permits and Action on Applications) allows for a 30-day review period prior to any action.** Thank you for your cooperation.

1. DEFINITION (When a permit is required)

It shall be unlawful to construct, re-construct, 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 the Massachusetts State Building Code without first filing a written application with the Building Inspector and obtaining the required approvals and permits.

2. APPLICATION

- ◆ Must be signed by the owner of the structure, building, pool or sign at which the work is to be performed.
- ◆ Must include contractor's Massachusetts License Number, Home Improvement Contractor's License Number, or Homeowner's Exemption Form. Also, Workmen's Compensation and/or General Liability Insurance Certificate.
- ◆ If applicable, a Debris Disposal form signed.

3. REQUIRED PLANS

Application must be accompanied by three (3) sets of working drawings, drawn to scale, no larger than 11" x 17", with sufficient clarity and detail to show the nature of work and compliance with Massachusetts State Building Code. All plans shall include but not be limited to:

- ◆ **Floor Plans:** Showing location and dimensions and layout of areas, means of egress, method and amount of ventilation, fire stopping and fire separation.
- ◆ **Framing Plans:** Showing spans, bearing walls, type and size of materials, foundation and footings.
- ◆ **Elevation:** Showing façade, window sizes, building height and dimension, railing heights, crawl space, roof venting and fire separation walls and floors.
- ◆ **Plot Plan:** Must be provided for any protrusions beyond legally existing buildings and structures showing all dimensions and setbacks. Plot plans shall also include lot coverage and open space percentages and must be stamped and signed by a Registered Land Surveyor. A Certified "As Built" plan by the surveyor must be filed prior to the "rough" frame inspection.

4. ATTACHMENTS (if applicable)

- ◆ Planning Board, Lot Release or Approval Not Required Plan
- ◆ Conservation Commission, Order of Conditions
- ◆ Fire Department Approval (Board of Health Dumpster Permit, if necessary)
- ◆ Variance/Special Permit:
 - a) Copy of recorded Decision by Zoning Board of Appeals
 - b) Written approvals/signatures as applicable
- ◆ Asbestos Removal form (if applicable)
- ◆ Energy Compliance Report (where applicable)