

TO OBTAIN A PERMIT FOR ONE OR TWO- FAMILY DWELLING- file the following:

1. **One (1) Application Form** completed with all necessary signatures
2. **One (1)** set of construction plans (bring to Fire Dept. 1st, marked with smoke/fire/CO detectors.) **One (1) Digital** set of construction plans. Approved plans will be returned to Property Owner). **Stamped Plan to remain on job site.** Designed Duct Work Plans required (need Sheet Metal License)
3. **Stamped technical documentation** required for all engineered lumber, Ex.: Trusses, I-Joists, Lams, LVLS, etc.
4. **One (1)** site plan with wet stamp by Massachusetts registered land surveyor. **DIGITAL AS-BUILT** required.
5. If sewers are available, a **Sewer Entry Slip** which must be obtained through the DPW by a **"licensed drainlayer"**. **Trench permit** required from Building Dept. before DPW will issue a Sewer Permit.
6. If city water is available, a **Letter of Availability** from the respective water department (Springfield, Wilbraham or South Hadley).
7. No city water - **Well must be drilled and tested** prior to application. Results to be submitted to the Board of Health & Building Dept. (Sign-off on application)
8. **a)** Septic Tanks - A **"Disposal Works Construction Permit"** must be obtained from the Board of Health. **Percolation Tests fall under the Board of Health** (Sign-off on application)
b) **If constructing bedroom addition, must** be signed of by Board of Health
9. **"Street Opening Permit"** to be obtained from the DPW on public ways. Copy of plot plan submitted with building application is required. (Sign-off on application)
10. Conservation Commission - if a lot is **within 100' of a wetlands, swamps, marsh, bog, pond, OR within 200' of a stream**, the applicant should contact the Conservation Commission for an **"Order of Conditions"**. (Sign-off on application required & COPY of Order of Conditions required if applicable)
11. **WORKER'S COMPENSATION AFFIDAVIT** - must be filed with the application
12. **NON-CONFORMING LOTS** - if a lot does not meet the current zoning requirements, copies of all deeds from the present deed, back to the time of the sub-division or 1955 when the Zoning Bylaws were adopted, must be reviewed and a determination will be made.
13. Energy Conservation Application Form (**STATE BUILDING CODE- REScheck- 2018 IECC CODE** – May be downloaded from www.energycodes.gov)
14. File for verification of tax payments in accordance with Town Bylaws, Chapter II. §36 (Sign-off on application)
15. New Subdivisions not yet accepted by Town – need Planning Board Covenants Release (Sign-off on application)
16. File Storm Water Management Plan Application for lots/projects disturbing over one (1) acre with D.P.W. (Sign-off on application)
17. Apply for Fire Department permit (Sign-off on application & plans); Electrical, Plumbing, Gas & Sheet Metal permits required after building permit is issued.

IN ACCORDANCE WITH THE STATE BUILDING CODE §111.1, ACTION MUST BE TAKEN ON THE SUBMITTED PLANS AND ON THE APPLICATIONS WITHIN THIRTY (30) DAYS OF RECEIPT. ALL INFORMATION MUST BE FILED AT THE TIME OF APPLICATION. ACTION WILL NOT BE TAKEN ON INCOMPLETE FILINGS.

**BUILDING COMMISSIONER -
DEPT. OF INSPECTIONAL SERVICES -**

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Revised 3/4/2021