



Hampshire Inspection Program

CHESTERFIELD GOSHEN HUNTINGTON MIDDLEFIELD PLAINFIELD WILLIAMSBURG

Paul F. Tacy, BUILDING COMMISSIONER

PHONE: (413) 296-0127

FAX: (413) 296-0147

Building Permit Application for **NEW DWELLING** (residence) Only

For all other projects, use Permit to Alter application

All applications must include the following:

- **SITE PLAN**
Clearly drawn - show distances from all lot lines* to:
 - Existing and proposed buildings
 - Septic system, well, driveway
 - Any wetlands (stream, pond, marsh, etc.)

* NOTE: Edge of road pavement is probably NOT the lot line - required setback cannot include town land
- **PROOF OF POTABLE WATER**
Enclose copy of water test results from registered laboratory
- **SEPTIC INSTALLATION PERMIT**
Enclose copy of permit received from Board of Health
- **DRIVEWAY PERMIT**
Copy of permit received from Highway Superintendent
- **CONSERVATION COMMISSION SIGN OFF**
Contact the conservation commission before applying for building permit and provide evidence that they have reviewed the project
- **TWO SETS OF BUILDING PLANS**
Clearly drawn to scale, and of sufficient detail, plans must include:
 - Floor plans (including basements, garages and other non living space)
 - Elevations - minimum of four exterior elevations
 - Framing cross sections showing all foundation and framing details and sizes of members
 - All window and door sizes must be noted on plans
 - All prefabricated components (e.g. trusses) must be shown and bear the stamp of a Massachusetts certified engineer
- **ENERGY CALCULATIONS**
All applications must include verification of compliance with energy provisions of the State Building Code (Appendix J). This will involve detailed calculations regarding the energy efficiency of various components of the structure. **NOTING INSULATION R-VALUES WILL NOT BE SUFFICIENT.** Performing these calculations prior to submitting the application is the responsibility of the applicant. Information and forms are available from the Building Inspector
- **OWNER'S SIGNATURE**
ALL applications must be signed by the owner of record
If owner is acting as general contractor, the Homeowner License Exemption form must be completed

THE ENCLOSED APPLICATION FORM AND WORKERS COMPENSATION INSURANCE AFFIDAVIT MUST BE FILLED OUT COMPLETELY, SIGNED AND DATED.

Applications or plans which are incomplete or lacking in sufficient detail cannot be accepted, and will be returned, delaying the application process.

Completed applications may be submitted during office hours or mailed to:

Hampshire Inspection Program
P.O. Box 175
Chesterfield, MA 01012

Office Hours:

Chesterfield - 422 Main Road (Davenport School Bldg): Monday, Tuesday, Wednesday 8:00 AM - 12:00 PM
Huntington - Town Hall - Wednesday 7:30 PM