



Hampshire Inspection Program

CHESTERFIELD GOSHEN HUNTINGTON MIDDLEFIELD PLAINFIELD WILLIAMSBURG

Paul F. Tacy, BUILDING COMMISSIONER
PHONE: (413) 296-0127
FAX: (413) 296-0147

APPLICATION - PERMIT TO ALTER

For ALL one and two family residential permits except new dwellings

All applications for building permits must include:

- All application forms must be filled out COMPLETELY
- All applications must be signed by the PROPERTY OWNER
- Workers' Compensation Affidavit must be completed
- Sign off from Town Board of Health if new bedroom is being created
- EITHER: - The *Homeowner License Exemption* signed by homeowner
OR - A photocopy of the responsible contractor's *Construction Supervisor's License AND HIC Registration*

If permit is for any new building or any addition to an existing building:

Including sheds, garages, decks, porches and replacements of existing structures

- Two sets of plans - clearly drawn & to scale (Floor plan, elevations & framing sections)
(In some cases, plans may also be required for interior renovations)
- Site plan - showing all dimensions to proposed work from all boundaries, location of well and septic system, driveway, other structures on lot and any wetlands
- Sign off from Conservation Commission that they have reviewed project

NOTE:

All applications for permits which will add new living space, windows (including replacement windows), insulation, and other energy-related building components must include verification of compliance with Mass. State Building Code energy provisions (Appendix J). This may involve detailed calculations regarding the energy efficiency and insulation factors of the structure (noting R-values of insulation is not sufficient!). Performing these calculations prior to submitting a permit application is the responsibility of the applicant. Information and forms are available from the Building Inspector.

Faxed applications cannot be accepted

PERMIT FEE: ENCLOSE NO FEE WITH APPLICATION - FEE WILL BE ASSESSED DURING APPLICATION REVIEW, AND BILLED UPON ISSUANCE OF PERMIT

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): Mon, Tue, Wed - 8:00AM - 12:00PM
Huntington - Town Hall - Wednesday 7:30 PM