

SHERBORN BOARD OF HEALTH
PROCEDURE FOR
PRELIMINARY BUILDING APPLICATION REVIEWS

A *Preliminary Building Application Review* may be requested prior to submitting a formal Building Permit Application to the Building Department. This review affords the applicant (owner, architect, contractor, designer, etc.) the opportunity to receive an indication of the feasibility of a building proposal relative to Board of Health issues (septic and well).

Upon receipt of the following, the Board of Health will research any available files for the property, the Health Agent will review all documents together with the submitted proposal and the Agent will provide the applicant with an indication of the expected local Board of Health and State septic requirements (if any) if the same proposal were to be submitted as a formal Building Permit Application:

1. A cover letter describing the proposed work and asking any questions the applicant/homeowner may have.
2. Fee of \$150.00, payable to the *Town of Sherborn*.
3. A floor plan of all levels of the *original* house (this may or may not be the same as the *existing* house) and the *existing* house with rooms labeled by name and square footage of all rooms shown. The plans should be drawn to scale.
4. A floor plan of all levels of the house as it would look *after* the proposed renovation/expansion is completed, with all rooms labeled by name and square footage of all rooms shown. The plans should be drawn to scale.
5. Any information regarding the septic system (design plan, as-built, and/or a current or previous Title 5 inspection report) that the homeowner may have.
6. Any information regarding the well (location) that the homeowner may have.

The accuracy and thoroughness of the information provided will have a direct effect on the ability of the Board of Health Agent to give meaningful guidance.

A response to a submittal for a *Preliminary Building Application Review* will be provided within one (1) month of its receipt. Further review by the Board of Health at a posted meeting may be required for situations that are questionable.

If there are no Board of Health requirements, the applicant may proceed to develop complete plans and file a formal Building Permit Application. The Board of Health will again review the plans at that time. If the plans have changed from the preliminary submittal, the guidance provided at the Preliminary Building Application Review may not be valid for the final plans.