

**TOWN OF SHERBORN, BUILDING DEPARTMENT**  
**Building Permit Instructions**

**1. When is a permit required:**

“It shall be unlawful to construct, alter, repair, remove or demolish a structure; or to change the use or occupancy of a building or structure; or to alter any equipment for which provision is made or the installation of which is regulated by the 7<sup>th</sup> edition of the State Building Code without first filing a written application with the building official and obtaining the required permit therefore”.

The following activities do not require a building permit, but are not exempted from review or approval of other Town Boards due to the nature of the work.

- a. One story detached accessory buildings used for tool or storage sheds, playhouses or similar uses, provided they are not permanent in nature (on a foundation) and the floor area does not exceed 120 square feet. These buildings must still meet setback requirements.
- b. Fences six feet in height or less. Submission of proposed placement of a fence, (any height), drawn on a lot plot plan or reasonable fact similar, should be submitted to the building department to assure sight distance at the street will not be impaired. Planning, CMD (Highway) and Conservation will review for approval.
- c. Retaining walls, which in the opinion of the building official, are not a threat to public safety and retain less than four feet of unbalance fill.
- d. Ordinary repairs. (Ordinary repairs shall not include any structural alterations, the removal or change of any required means of egress, or the addition, alteration, replacement or relocation of any plumbing, electrical, mechanical system, fire protection system, energy conservation system or other work affecting public health or safety). Bath and kitchen remodels are not ordinary repairs and require a building permit.
- e. Greenhouses covered exclusively with plastic and are temporary in nature. (These structures must still meet zoning district setbacks)

**2. Cost of permit:** Fee schedule is based on \$9.00 per a \$1000.00 of estimated construction cost. Estimated value of work is calculated as follows:

- a. Total square footage of living space @ \$150.00 per sq. ft.
- b. Garages @ \$60.00 per sq. ft.
- c. Decks and porches @ \$40.00 per sq. ft.
- D. Minimum permit fee is \$150.00

**Any work started without a permit will result in fee being doubled.**

**3. Time limits:** Applications and/or permits shall be deemed abandoned and invalid unless the application is approved within six months of receipt or an issued permit is commenced within six months of issue. Upon written request of the owner/applicant one or more extension, for cause, may be granted, not to exceed six months each. Application/permit, in the opinion of the building official must proceed in good faith continuously to completion as is reasonable due to existing circumstances. Owner/applicant has sole responsibility to inform the building official in writing of any facts which support an extension of time. The building official has no obligation to seek information to support an extension of time, or obligation to assume an application or permit remains active without this written request. Owner/applicant does not satisfy this requirement by informing any other Department. There will be no refund of fees upon the six month expiration of approvals of the application submitted or the six month expiration of work being started after the issuance of a building permit without a written request to extend or withdraw from the application.

**4. Application form:** The applicant must fill in (in ink) all the items of information requested on the application forms and signatures where required in order for the application to be processed.

**5. Building department criteria**

**Building plan requirements:** Three (3) sets of plans are required, drawn at standard scale of  $\frac{1}{4}'' = 1'-0''$ . If project is of a minor nature one (1) set should suffice. Be sure that the plans show existing layouts as well as proposed work. If the proposed work is of substantial scope or involve the addition of bedrooms the plan must also show smoke/heat/CO detector locations for Fire Department review and approval. Detectors locations and number must meet current building code requirements.

The following should be shown on the plans:

Elevations, floor plans, (all floors including basement and attic), framing plans (beams, joists, rafters) cross sections, windows and doors, room use and size, ceiling heights, stairs and rails, insulation type and R factor, ventilation in attics and crawl spaces, location of all decks/porches/garages, fire place hearth and opening sizes, and all pertinent information relating to State Building Code.

If basement, attic, or any areas that are not normally finished for living space is going to be finished under this plan they must be clearly shown on the plan. If space may be finished in the future indicate this on the plans.

Signed and sealed by an architect or professional engineer if requested by the building inspector. (required for buildings in excess of 35,000 cubic feet of volume).

A plot plan of the building lot (new and additions) showing any existing structures, proposed location of new structures, distance of structures to lot lines, well and septic system location, and wetland boundaries.

#### MINIMUM INSPECTIONS REQUIRED

- Excavation before any concrete is placed.
- Concrete footings exposed out of forms.
- Foundation (out of forms) with damp proofing applied and perimeter drain.
- Certified foundation As-Built plot plan submitted to Building Dept. No framing until plot plan has been approved by Building Inspector.
- Rough electrical, plumbing / gas, smoke / heat / CO detectors.
- Rough framing when building is "weather tight". (no insulation)
- Insulation with vapor barriers and venting in place.
- Final electrical, plumbing/gas inspections, and Fire Dept. for smoke/heat/CO detectors, oil burner, fuel storage tanks.
- Final building inspection after all other inspections are signed off.
- Additional inspections as deemed necessary by Building Inspector.

**No concrete is to be poured when temperature is 32 degrees F or lower Without prior approval of the Building Inspector.**

**It is the responsibility of the job supervisor to obtain all signatures of inspection on the building card. No inspections will be done by the Building Inspector if the permit card is not signed by the respective inspectors.**

#### **Other forms or information required with your building application**

(\* Forms are included in building application package)

##### \*CONSTRUCTION SUPERVISORS LICENSE

Provide Photo Copy with Application

##### \*HOME IMPROVEMENT CONTRACTOR REGISTRATION

Provide Copy of Registration with Affidavit Form

##### \*INSURANCE COMPANY

Worker's Compensation Insurance Affidavit and Declaration Sheet.

##### \*ENERGY CONSERVATION FORM

##### \*DEBRIS DISPOSAL AFFIDAVIT

##### \*ENVIRONMENTAL PROTECTION and CONTROL FORM

INFORMATION DEEMED NECESSARY BY BUILDING INSPECTOR

### **Conservation Commission**

Building applications are reviewed by the Conservation Commission whenever soils disruption is involved with the project.

No building permit will be issued without Conservation approval.

Con-Com will review all new structures outside of an existing footprint regardless of size or type of building, including storage sheds and temporary greenhouses, fences (regardless of height), septic systems,

wells, new driveways, pools, and any other work that requires soils disruption of any scope. Con-Com is also concerned with structures

and the proposed placement near a wetland area or buffer zone as it should not impact the movement of wildlife. The applicant will need to complete and submit a "Determination of Applicability" application form.

The Commission will make a determination as to the impact your project may or may not have on wetlands.

A negative determination is a good thing and means you may proceed.

If a positive impact is determined the Commission would issue an "Order of Conditions" that will need to be adhered to during the construction project.

### **Board of Health**

Construction of a new dwelling requires a well permit and approved well water test results, and approved septic system plan.

The proposed driveway location must also be shown on the septic plan being submitted to the BOH.

Construction of an addition or interior renovation of existing homes require BOH review in order to determine the adequacy of the existing septic system as to what is being proposed with regards to total room count or bedrooms.

Accessory buildings, decks, pools, driveways and the like require review to assure that no work will interfere or encroach on existing septic systems and well.

For all projects (except new home construction) the home owner will be required to complete the Board of Health "Owners Certification of Negative Impact of Minor Construction" form.

Review BOH guidelines APPENDIX A for additional information.

### **Community Management and Development (CMD)**

Application for a driveway permit must be submitted to the Superintendent of Streets before construction of a new dwelling.

A permit is also required if relocating a driveway entry to the road.

For a new dwelling the driveway location, must be shown on a proposed plot plan of the lot and submitted with driveway application to CMD.

If the road to be entered is classified as a "Scenic Road" a hearing before the Planning Board will be required.

If trees larger than 4" in diameter are to be removed from town property at the road, a tree hearing is required with the Selectmen.

Installation of fences at, or along a public way require review to assure

site distances, for vehicles entering into the road, are not impaired.

### **Planning Board**

Application for construction of new buildings or renovations to the exterior of an existing structure in a business district requires a site plan review by the Planning Board.

New home construction requires signed lot release or recorded "ANR" plan. Recorded Special Permits and Scenic Roads Determination if applicable are reviewed and approved by Planning Board.

No building permit will be issued without these approvals if they apply to your project.

Fences of any height will be reviewed for placement to assure site distance is not impaired for vehicles entering into the public way.

### **Board of Appeals**

Recorded copy of approved Variances, Finding and/or Special Permit and Appeal Decisions, if applicable to your project, should be filed with your application for the building permit.

### **Historic District Commission**

The HDC is responsible for the preservation of the Historic District.

The district is defined on a zoning map titled *Sherborn Center Historic District* in the Town of Sherborn's Zoning By-Laws publication.

Any new construction or work performed to the exterior of existing structures within this district will require review and approval by the Commission prior to receiving a building permit.

### **Sherborn Fire Department**

The Fire Department is responsible for the regulation of the proper fire detection and suppression systems being installed, according to building type and occupancy use, and conforms to the State Building Codes.

New construction, change in use, changes to an existing structure that involve addition, renovations or alterations of a substantial nature or the addition or creation of a bedroom(s) require plan review and approval by the Fire Department before a building permit can be issued.

A rough inspection of detection and suppression systems is required when "in place" along with final inspection, testing, and approval.

The Fire Dept. also inspects for oil fired furnace, oil storage tank and propane tank placement.

No final building inspection or Occupancy Permit will be issue without the sign off on the building card from the Fire Department for inspections.