

## PERMIT APPLICATION GENERAL INFORMATION

Building permits are required when an Owner or Owner's Authorized Agent intends to construct, enlarge, alter, repair, move, demolish or change the occupancy or room count of a building, or structure or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by a Massachusetts State Code. Should the Owner or Owner's Authorized Agent cause any work to be performed, they shall first make an application to the Building Inspector and obtain required permits.

### **\*Building Permits are not required for the following work:**

- One-story detached Accessory structures such as sheds not exceeding 200 sq ft in floor area\*\*
- Fences under 7 feet tall\*\*
- Retaining walls under 4 feet in height (unless supporting a surcharge)\*\*
- Sidewalks and driveways\*\*
- Finish work such as painting, flooring, tiling, carpeting, cabinets and counter tops (only if the work is done by the homeowner), and similar finish work
- Prefabricated swimming pools less than 24 inches deep\*\*
- Playground equipment\*\*
- Water tanks supported directly upon grade if the capacity does not exceed 5,000 gallons
- Window awnings supported by an exterior wall that do not project more than 54 inches from the exterior wall and do not require additional support
- Decks not exceeding 200 sq ft in area, that are not more than 30 inches above grade at any point, are not attached to a dwelling, do not serve the exit door required by section R311.4.\*\*

**(\*Although a Building Permit is not required, permits or approvals may be required by other Departments prior to doing work. \*\* See Conservation Dept.)**

## **REQUIREMENTS FOR NEW CONSTRUCTION**

- Per 2018 Stretch Energy Code a HERS Rating is required
- Plot plan of property showing where proposed construction will be located in relation to property lines, septic system, wetlands and for additions, other structures, uploaded to the application. **If plans do not include septic and wetlands information, you may be asked to resubmit plans and/or approval will be delayed.**
- One physical set of design/construction plans stamped by an engineer or architect
- An electronic set of stamped design/construction plans uploaded to the application
- Review of plans and costs by Building Inspector to determine fees prior to payment (for Building and Electrical new construction permits)

## **OTHER REQUIREMENTS**

- When a contractor is hired for residential work, a contract signed by the homeowner must be uploaded to the application – along with that person's liability insurance information and

contractor's license. We must have all of these documents before we will send the application around to town departments for approval.

- For exterior work performed on structures in the Rowley Historic District, the property owner must present a proposal to the Historic Commission and receive permission from them before a building permit will be issued.
- Earth Removal; if any earth is to be removed from a parcel of land, the property owner must go before the Board of Selectmen for approval.
- Woodstoves require a UL Tag on the stove or stove specs uploaded to the application for a Woodstove Building Permit to be issued and inspection completed.
- **For Electrical, Mechanical (Sheet Metal), Gas or Plumbing Permits, contractor license and certificate of liability insurance must be uploaded to their application.**

#### **FOR DEMOLITION**

- To demo an existing structure, download and complete the Demo sign-off form and include with an online Building Permit application

#### **NOTES**

- **Building permits are not valid until Paid, Approved, Issued and Posted on the Job site**
- It is the responsibility of the permit holder to schedule all required inspections with the Inspection office
- Work covered without an inspection may be required to be dismantled
- It is required of all permit holders to schedule a final inspection to close out the permit at jobs end