



Town of Northborough

Building Department

63 Main Street
Northborough, MA 01532-1994
Office (508) 393-5010 Fax (508) 393-3130

BUILDING PERMIT INFORMATION AND INSTRUCTIONS

1. **WHEN REQUIRED:** A building permit is required whenever a project includes construction, reconstruction, alteration, repair, removal or demolition of a structure; change in use of a building or structure; or installation or alteration of any equipment that is regulated by the State Building Code.
2. **PENALTY:** Failure to obtain a building permit or starting work before a permit is issued may result in increased permit fees, fines up to \$1000 per day, imprisonment or any or all of the foregoing.
3. **APPLICATION:** Application must be made by the owner or his/her authorized agent. Forms must be thoroughly and accurately completed, signed and dated. Accuracy and completeness will directly effect the time to process the application. The permit is not considered to have been filed until other departments have approved it and it is returned to the Building Department for zoning and building code review.
4. **CODE RESPONSIBILITY:** Individual directly supervising person(s) engaged in the construction, reconstruction, alteration, repair, removal or demolition of buildings or structures shall be fully and completely responsible for seeing that all work is done pursuant to the State Building Code and the plans and specifications submitted with the application for the building permit. All applications must indicate the responsible person by including the appropriate verification. The type of verification to be determined by the nature of the project. Verification to be submitted as per the following:
 - A. Homeowner control: to submit an affidavit for "Homeowner License Exemption" as per the State Building Code Section 109.1.1
 - OR-**
 - B. Licensed Construction Supervisor: To submit a copy of his/her license and a photo identification. (Construction Supervisor rules and regulations per the State Building Code Section 109.1.1 and 780-CMR-5.)
 - C. Home Improvement Contractor Program registered contractor: To submit a copy of his/her registration and a photo identification. (Home Improvement Contractor Program rules and regulations per 780-CMR-6.)
 - OR-**
 - D. Home improvement project, work by person(s) exempt from the Home Improvement Contractor Program (780-CMR-6, Section 1.6) or work by owner: To submit a Home Improvement Contractor Law exemption affidavit.
5. **INSURANCE COVERAGE:** Section 51 of Chapter 143 Massachusetts General Laws states: "Any person who obtains a permit pursuant to the state building code to erect, construct, or demolish a building or structure shall be liable to any worker to other person for all injuries and damages that result from a failure to provide a safe workplace, or caused by a violation of the state building code or other codes. Nothing in the foregoing sentence shall be construed to extend liability to the employer of a worker under the

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provisions of chapter one hundred and fifty-two (152). “Section 25c of Chapter 152 Massachusetts General Laws require that every local licensing agency shall withhold the issuance of a permit to construct buildings until it has received acceptable evidence of compliance with the Worker’s Compensation insurance coverage required by law.

All applications must include one of the following:

A. A Certificate of Insurance showing workers’ compensation insurance in effect as of the date upon which the issuance or renewal or a permit is requested.

-OR-

B. Workers’ Compensation Insurance exemption affidavit.

6. PLANS AND SPECIFICATIONS: Every application must be accompanied by three (3) copies of specifications and plans drawn to scale with the project address clearly indicated on the plans, with sufficient clarity, detail and dimensions showing the nature and character of the work to be performed.

Plans should include but not be limited to:

A. Plot Plan: scaled plan of the lot This plan should show dimensions of the lot, locations, and dimensions of all existing and proposed structures, easements, septic systems, etc. (Only one copy of the plot plan is required)

B. Floor plan(s): plan for each level with sufficient information to describe the work to be performed; dimensions, locations and size of windows and doors, etc. (three copies of each required)

C. Foundation Plan: Plan with dimensions, size of wall and footings, location and size of window and door openings, etc. (3 copies of each required)

D. Elevation(s): Views with sufficient information to describe the work to be performed. (three copies required)

E. Section(s): Typical cross-section(s); vertical plan with dimensions, labeling of structural elements, construction elements of floor(s), walls, roof, insulation, and any other information regarding the proposed work.

F. Energy Compliance Report (two copies required)

G. Calculations Sheet for Impervious Groundcover (if applicable one copy required)

7. STAMPED PLANS: (Non-residential permits only) Plans and specifications for any building containing more than 35,000 cubic feet of enclosed space must be stamped and signed by a qualified registered professional architect or engineer; Massachusetts registration.

8. CONSTRUCTION CONTROL: (Non-residential only) All construction except as exempt of Section 127.1 of the Massachusetts State Building Code shall require a signed affidavit by the controlling registered professional architect or engineer certifying that all plans, specifications, computations and project supervision to completion is under the direct supervision of said architect or engineer.

9. Occupancy: Upon completion of work and prior to occupying the building, return the building permit with all approval signatures to the Building Department for issuance of the Certificate of Use and Occupancy. Occupancy or use of a building without this certificate is subject to penalties as noted in #2 above.

10. Expiration: A building permit expires if the work authorized is not started within six (6) months of issuance and continued through, in good faith, to completion. A six (6) month lapse between inspections may constitute a failure to start or complete between inspections may constitute a failure to start or complete work. For reasonable cause one or more extensions of time may be granted for additional periods not exceeding ninety (90) days each.