



## TOWN OF MONTEREY, MASSACHUSETTS 01245

### **Procedures for obtaining a building permit**

A Conservation Commission sign off must be submitted together with your Building Permit Application and Construction Documents whenever your project requires any type of foundation or earth work.

Upon completion of all construction documents and the Conservation Commission sign-off, please submit all documents to the Building Department, and leave a message on the Commissioner's phone (528-1443 x118) indicating the date & time of submission. During this initial review the Building Commissioner will determine whether all required documents have been submitted. If any documents are missing you will be informed immediately.

If all required paperwork has been submitted, your application will be reviewed and approved or denied within the time frame allowed by MA 780 CMR 111.1, or 30 days. In applications that do not involve complexity, your permit will be reviewed and approved within seven (7) days.

Please follow this checklist:

\_\_\_\_\_ The Conservation Commission must sign a statement of jurisdiction if there is to be any excavation, applications for buildings located within one hundred (100) feet of wetlands or two hundred (200) feet from a river or stream are subject to this review.

\_\_\_\_\_ Private septic systems must receive a Title V status statement, if the applicant is adding a sleeping room. New residences must possess a disposal works construction permit. Both permits are issued by the Board of Health.

\_\_\_\_\_ New residences must submit a well completion certificate issued by the Board of Health.

\_\_\_\_\_ New residences must submit approved access to public way permit and 911 address approval form. Call Maynard Forbes at 413-528-1734.

\_\_\_\_\_ Demolition debris affidavit submitted.

\_\_\_\_\_ Workman's Compensation insurance affidavit submitted.

\_\_\_\_\_ Copy of Construction Supervisor License, and Home Improvement Registration, if applicable.

\_\_\_\_\_ Homeowners license exemption document, if applicable.

\_\_\_\_\_ Submittal of Building Permit Application completed and signed by Owner and Contractor or Agent of Owner.

\_\_\_\_\_ Three sets of blueprints must accompany application as well as detailed description of project. (Show details, cutaway sections with dimensions, and elevations of projects).

\_\_\_\_\_ Submittal of a Plot Plan showing existing structure(s), new work with measured setbacks from property lines, wetlands, well and septic locations.

\_\_\_\_\_ Phone the Building Commissioner's office (413-528-1443 x118) to inform the department the day application is submitted.

\_\_\_\_\_ Building Permit fee must be submitted with permit application (see fee schedule).

**All permits will be approved or rejected by the Building Department within thirty (30) days of submittal as required by State Board of Building and Regulations and Standards, 780 CMR Sixth Edition.**