

Town of Wayland MA Permitting Processes



Marketing Sheets for Building Projects

Designs for permitting process steps and requirements – to be used as a guide for property owners and contractors on what is involved with different types of projects in the Town

DRAFT Version 2.0 December 6, 2018

Departmental Permitting Actions based on Type of Project

Town Departments involved in Permitting Processes and Building Projects		Assessors	Building / Zoning	Conservation	DPW Engineering	DPW GIS	DPW Highway & Parks	DPW Water	DPW Wastewater Treatment	Fire	Health	Historic (only as needed)	[Peer Experts]	Planning	Police	Registry of Deeds	Town Clerk
Type of Project (one or more of the following):																	
1	Residential New Construction - Special Permit Conservation Cluster	✓	RW	RCW	RC	C✓	RWPI	RW✓	RW	RW	RW	RC	RCW	RCHDP	RW	✓	✓
2	Residential New Construction on Vacant Lot (not ANR) - no lot subdivision	✓	RAPBD	RP	RI	C✓	RPI	RPI✓	RW	RAPI	RAPLIB	RC			M	✓	✓
3	Demolition		RPI	RCDP	RC		RP	RPI		RP	RP		RCW		RM		
4	40B New Construction proposal	✓	RWHD	RCW	RC	C✓	RWPI	RW✓	RHDA	RW	RW	RW		RCW	RW	✓	✓
5	Residential New Subdivision	✓			RCW	C✓	RCWPIB	RCWPIB			RCHD			RCHD		✓	✓
6	Residential New ANR (approval not required for lot subdivision)				RC									RCDA			
7	New Commercial on Approved Lot		RAPIB	RCPI	R		RPI	RPI	RCWPIB		RAPLIB						
8	Site Plan Approval SPA		RW	RW	RW		RW	RW	RW	RW	R			RWHDA	RW		
9	Commercial Tenant Fit Up / Signage		RHDPI					RD	RHD		RAPLI			RW			
10	Residential Alteration (includes basement renovation)		RAPIB	RCP	R		RP	RPI		RAPI	RAPLIB	R					
11	Residential Addition		RAPIB	RCP	R		RP	RPI	RPI	RAPI	RAPLIB						
12	Addition with Bedrooms	I	RAPI	RCPI				RPI	RPI		R						
13	Residential Additional Use		RHD					RPI	RPI								
14	Residential / Commercial Change of Use		RAPIB	RCDP			(RP)	RP		RAPI	RAPLIB						
15	Remodel Kitchen or Bathroom (no construction)		RAPI								R						
16	Remodel Kitchen or Bathroom with construction		RAPI								RP						
17	Pool	I	RAPI	RC			R	R			RA						
18	Irrigation System						R	RPI									
19	Septic Repair			RC			RP				RPI						
20	Shed / Porch / Deck		RAPIB	RCP			RP				RAPLIB						
21	Re-roof / Sidewall / Windows Replacement		RAPI								RP						
22	Fence < 6 feet						R			RA	RA	R			R		
23	Fence >= 6 feet		RAPI				R			RA	RA	R			R		
24	Unattached Garage	I	RAPI	RCPI			R				R						
25	Town Signboards						RA										
26	Town Property Features						RP(I)										
27	Installing walkways to the street						R	R									
28	Tree removal/plantings						R	R									
29	Right of Entry						RP	RP									

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Will be changed based on finalizing the Marketing Sheets

Legend
R - Review
C - Consult
W - Provide Written Opinion
H - Hold Public Hearing(s)
D - Write a Determination
A - Approve/Stamp Plans
P - Issue a Permit
L - License for Town Work
M - Monitor Construction
I - Inspect
B - Review "As Builts"
✓ - Record officially to a master system other than a permitting system

Residential New Construction on a Vacant Lot – Non-40B Special Permit / Conservation Cluster



Part A. Obtain Planning Board Approval

Permitting Process Steps	Required
1. Submit a land use building proposal and application for a special permit to the Planning Board to subdivide a vacant lot and/or build a residential conservation cluster. The Town Planner will review the application for completeness, and will notify the applicant if any other information is needed.	Conservation cluster building proposal Special Permit Application Review only – for completeness
2. The Town Planner distributes the proposal to all town departments for written opinions. All departments review the proposal, issue written opinions and send the opinions to the Planning Board .	Distributed building proposal Departmental written opinions
2. The Town Planner schedules and advertises a public hearing to review the proposal. *** Time Deadline to schedule the initial public hearing = minimum 2 weeks prior notice ***	Scheduled public hearing of the Planning Board
4. The Planning Board conducts a public hearing and obtains town feedback on the building proposal. *** Time Deadline to conduct the public hearing = 65 days after completed application received ***	Attendance at the public hearing Public feedback on the proposal
5. The Planning Board reviews the public feedback and departmental written opinions, and issues a written decision . If more review or information is needed, the time deadline may be extended with the applicant. *** Time Deadline to issue a decision = 90 days after the public hearing ***	Planning Board decision
6. Take the next step, depending on the decision: <ul style="list-style-type: none"> If the decision is DISAPPROVED: consider an Appeals Process If the decision is Modification Needed: modify the plan and re-apply with a new proposal If the decision is APPROVED: Applicant must record the decision with the Registry of Deeds 	Decision recorded with the Registry of Deeds

Part B. Establish New Parcel IDs for subdivided land

Permitting Process Steps	Required
1. The Town Planner consults with the Building Department , the Fire Department and the DPW GIS engineer to determine street addresses for the new, approved parcels.	Parcel IDs and street addresses
2. The Building Department issues a written announcement (interoffice memo) to the applicant and to all town departments and the US Post Office to inform everyone of the street addresses.	Written announcement of street addresses
3. Various town departments update their files and systems to recognize the parcel IDs and new street addresses: 911 emergency database, GIS system, MUNIS financial system, Fire dept system, Assessors Office tax file	Parcel IDs and street addresses in GIS Updated town systems with street addresses

Residential New Construction on a Vacant Lot – Non-40B Special Permit / Conservation Cluster



Part C. Obtain Initial Permits

Permitting Process Steps	Required
<p>1. Submit a plan to the Building Department to build a new residence on a vacant lot; be referred to other departments pertinent to the plans. If the property is in the historic district, submit the plan to the Historic Commission; they will review the plan and issue a determination of any Order of Conditions to be met for the historic district.</p>	<p>New residential construction plan Review only Option: Historic Commission determination</p>
<p>2. Submit a septic system plan to the Health Department, along with an application form for a soil test. The Health Department will proctor the soil test and note findings.</p>	<p>Septic System plan Soil Test Application</p>
<p>3. Submit a septic system permit application to the Health Department. They will review the plans, ask for adjustments for code compliance, stamp the plans “BOH Approved”, and will issue a Septic System Build Permit.</p>	<p>Septic System stamped plans “BOH Approved” Septic System Build Permit</p>
<p>4. Submit a building plan and BOH permit application to the Health Department. They will review the plans for consistency with the septic system plans, will stamp the building plans “BOH Approved”, and will issue a Board of Health Approval to Obtain a Building Permit.</p>	<p>Stamped building plans “BOH Approved” Board of Health Approval to Obtain a Building Permit</p>
<p>5. Submit permit applications with the Health Department for the following, as needed:</p> <ul style="list-style-type: none"> • Refuse Dumpster Permit • Refuse Hauling Permit • Chemical Toilet installation Permit • Town Licensing for Refuse Haulers and Chemical Toilet Installers 	<p>Refuse Dumpster Permit Refuse Hauling Permit Chemical Toilet installation Permit Chemical Toilet Installer Town License [annual installer license renewals]</p>
<p>6. Submit the plan and an application for MA DEP and Chapter 194 Permits to the Conservation Department. The Conservation Commission will review for placement to avoid wetlands, will hold a public hearing, will issue a written determination and will issue permits once approved.</p> <ul style="list-style-type: none"> • If the addition is > 500 square feet, submit a plan and application for Chapter 193 Permit to the Conservation Department. They will review the storm water drainage needs, write a determination, and will issue a permit. 	<p>Conservation Commission public hearing attendance Conservation Commission determination MA DEP Permit Chapter 194 Permit, Chapter 193 Permit</p>
<p>7. Submit the stamped plan to the DPW (Department of Public Works). The Highway & Parks and Water and Engineering divisions will review for changes of water access, road access, placement not on a Town easement or change to the right of way. The Wastewater Commission will review any needed changes to residential water treatment facilities.</p> <ul style="list-style-type: none"> • For any required permits for trenches or curb cuts, submit a permit application and DPW will issue the permit. 	<p>Trench Permit Curb Cut Build Permit Water Access Permit</p>
<p>8. Submit the stamped building plan and a fire permit application to the Fire Department. They will review the plans and mark smoke / carbon monoxide / heat detectors – and sprinkler heads as needed – on the plans. They will summarize all fire safety devices needed into a written report, will stamp the plans “FIRE Approved”, and will issue a Fire Safety Permit.</p>	<p>Stamped building plans “FIRE Approved” FIRE Report Fire Safety Permit [proceed to Part B. steps]</p>

Residential New Construction on a Vacant Lot – Non-40B Special Permit / Conservation Cluster



Part D. Obtain the Building Permit, Perform Construction and Inspections

Permitting Process Steps	Required
<p>9. Submit the stamped building plan and an application for a building permit to the Building Department. They will review for code compliance. They will stamp the plans “BLDG code compliance” once approved, and will issue a Building Permit card. This permit must be posted on site.</p>	<p>Stamped Building plans “BLDG code compliance” Building Permit card (posted on site)</p>
<p>10. Proceed with construction.</p> <ul style="list-style-type: none"> • Call the Police Department to schedule a police detail for construction equipment traffic control. • For water turn on, submit an application with the DPW for a water permit. • For storm water drainage work, you must hire a Town-licensed storm water drainage layer who must have a current license with the DPW. • If electrical, plumbing, gas, or sheet metal work is involved, the licensed worker must submit an application with the Building Department for a construction permit. • Install the septic system, per the Septic System Permit – or attach to the wastewater treatment facility. 	<p>Police detail DPW Water Turn On Permit DPW Storm Water Drain Layer License</p> <p>BLDG Construction Work Permits</p>
<p>11. Call the Health Department to schedule a septic system inspection. Once completed and passed, the inspector will sign off on the Septic System Permit. If there was an upgrade to a wastewater treatment facility, call the DPW to schedule a Wastewater Commission inspection.</p>	<p>Health dept inspection – OR – DPW Wastewater Commission inspection</p>
<p>12. Call the Building Department to schedule inspections for all stages of construction. Once each inspection passes, the inspector will sign off on the back of the Building Permit card.</p>	<p>BLDG stages interim inspections Building Permit card interim step sign offs</p>
<p>13. Call the DPW to schedule other inspections and sign off on the Building Permit card. Call the Fire Department to schedule a final inspection; once passed, the Fire inspector will sign the back of the Building Permit card. Call the Building Department to schedule a final building walkthrough inspection.</p>	<p>DPW inspections FIRE inspection BLDG Final inspection</p>
<p>14. Call the Assessors Office to trigger a new residence tax file for the Town.</p>	<p>Tax inspection/file</p>
<p>15. Submit the septic “as built” drawings to the Health Department. Once reviewed and approved, the Health Department will issue a Board of Health Certificate of Compliance.</p>	<p>Septic “As Builts” Approval BOH Certificate of Compliance</p>
<p>16. Contractor obtains all Building Permit sign offs from Town departments and assembles all project documents, as needed. Submit the building “as built” drawings to the Building Department. They will review all assembled documents and close out the Building Permit. They will issue a Certificate of Occupancy to complete the project.</p>	<p>Building “As Builts” Approval Signed/Closed Building Permit card Certificate of Occupancy</p>

Residential New Construction on a Vacant Lot – no subdivision



Part A. Obtain Initial Permits

Permitting Process Steps	Required
<p>1. Submit a plan to the Building Department to build a new residence on a vacant lot; be referred to other departments pertinent to the plans. If the property is in the historic district, submit the plan to the Historic Commission; they will review the plan and issue a determination of any Order of Conditions to be met for the historic district.</p>	<p>New residential construction plan Review only Option: Historic Commission determination</p>
<p>2. Submit a septic system plan to the Health Department, along with an application form for a soil test. The Health Department will proctor the soil test and note findings.</p>	<p>Septic System plan Soil Test Application</p>
<p>3. Submit a septic system permit application to the Health Department. They will review the plans, ask for adjustments for code compliance, stamp the plans “BOH Approved”, and will issue a Septic System Build Permit.</p>	<p>Septic System stamped plans “BOH Approved” Septic System Build Permit</p>
<p>4. Submit a building plan and BOH permit application to the Health Department. They will review the plans for consistency with the septic system plans, will stamp the building plans “BOH Approved”, and will issue a Board of Health Approval to Obtain a Building Permit.</p>	<p>Stamped building plans “BOH Approved” Board of Health Approval to Obtain a Building Permit</p>
<p>5. Submit permit applications with the Health Department for the following, as needed:</p> <ul style="list-style-type: none"> • Refuse Dumpster Permit • Refuse Hauling Permit • Chemical Toilet installation Permit • Town Licensing for Refuse Haulers and Chemical Toilet Installers 	<p>Refuse Dumpster Permit Refuse Hauling Permit Chemical Toilet installation Permit Chemical Toilet Installer Town License [annual installer license renewals]</p>
<p>6. Submit the plan and an application for MA DEP and Chapter 194 Permits to the Conservation Department. The Conservation Commission will review for placement to avoid wetlands, will hold a public hearing, will issue a written determination and will issue permits once approved.</p> <ul style="list-style-type: none"> • If the addition is > 500 square feet, submit a plan and application for Chapter 193 Permit to the Conservation Department. They will review the storm water drainage needs, write a determination, and will issue a permit. 	<p>Conservation Commission public hearing attendance Conservation Commission determination MA DEP Permit Chapter 194 Permit, Chapter 193 Permit</p>
<p>7. Submit the stamped plan to the DPW (Department of Public Works). The Highway & Parks and Water and Engineering divisions will review for changes of water access, road access, placement not on a Town easement or change to the right of way. The Wastewater Commission will review any needed changes to residential water treatment facilities.</p> <ul style="list-style-type: none"> • For any required permits for trenches or curb cuts, submit a permit application and DPW will issue the permit. 	<p>Trench Permit Curb Cut Build Permit Water Access Permit</p>
<p>8. Submit the stamped building plan and a fire permit application to the Fire Department. They will review the plans and mark smoke / carbon monoxide / heat detectors – and sprinkler heads as needed – on the plans. They will summarize all fire safety devices needed into a written report, will stamp the plans “FIRE Approved”, and will issue a Fire Safety Permit.</p>	<p>Stamped building plans “FIRE Approved” FIRE Report Fire Safety Permit [proceed to Part B. steps]</p>

Residential New Construction on a Vacant Lot – no subdivision



Part B. Obtain the Building Permit, Perform Construction and Inspections

Permitting Process Steps	Required
<p>9. Submit the stamped building plan and an application for a building permit to the Building Department. They will review for code compliance. They will stamp the plans “BLDG code compliance” once approved, and will issue a Building Permit card. This permit must be posted on site.</p>	<p>Stamped Building plans “BLDG code compliance” Building Permit card (posted on site)</p>
<p>10. Proceed with construction.</p> <ul style="list-style-type: none"> • Call the Police Department to schedule a police detail for construction equipment traffic control. • For water turn on, submit an application with the DPW for a water permit. • For storm water drainage work, you must hire a Town-licensed storm water drainage layer who must have a current license with the DPW. • If electrical, plumbing, gas, or sheet metal work is involved, the licensed worker must submit an application with the Building Department for a construction permit. • Install the septic system, per the Septic System Permit – or attach to the wastewater treatment facility. 	<p>Police detail DPW Water Turn On Permit DPW Storm Water Drain Layer License</p> <p>BLDG Construction Work Permits</p>
<p>11. Call the Health Department to schedule a septic system inspection. Once completed and passed, the inspector will sign off on the Septic System Permit. If there was an upgrade to a wastewater treatment facility, call the DPW to schedule a Wastewater Commission inspection.</p>	<p>Health dept inspection – OR – DPW Wastewater Commission inspection</p>
<p>12. Call the Building Department to schedule inspections for all stages of construction. Once each inspection passes, the inspector will sign off on the back of the Building Permit card.</p>	<p>BLDG stages interim inspections Building Permit card interim step sign offs</p>
<p>13. Call the DPW to schedule other inspections and sign off on the Building Permit card. Call the Fire Department to schedule a final inspection; once passed, the Fire inspector will sign the back of the Building Permit card. Call the Building Department to schedule a final building walkthrough inspection.</p>	<p>DPW inspections FIRE inspection BLDG Final inspection</p>
<p>14. Call the Assessors Office to trigger a new residence tax file for the Town.</p>	<p>Tax inspection/file</p>
<p>15. Submit the septic “as built” drawings to the Health Department. Once reviewed and approved, the Health Department will issue a Board of Health Certificate of Compliance.</p>	<p>Septic “As Builts” Approval BOH Certificate of Compliance</p>
<p>16. Contractor obtains all Building Permit sign offs from Town departments and assembles all project documents, as needed. Submit the building “as built” drawings to the Building Department. They will review all assembled documents and close out the Building Permit. They will issue a Certificate of Occupancy to complete the project.</p>	<p>Building “As Builts” Approval Signed/Closed Building Permit card Certificate of Occupancy</p>

Demolition of Residential Structures

(a BLDG Permit is required for each building to be demolished on a property)



Permitting Process Steps	Required
<p>1. Demolition contractor submits a plan to the Building Department to demolish a building on a residential property. They will review the plan and refer the contractor to the appropriate departments.</p>	<p>Demolition plan Review only</p>
<p>2. Submit the demolition plan and permit application to the Health Department for Board of Health approval to obtain a Building Permit to Demolish. Submit a septic abandonment plan and permit application to the Health Department.</p> <ul style="list-style-type: none"> • The Health dept will perform an Asbestos Survey and report. • The Health dept will perform a Pest Control Survey and Baiting report if the property is a vacant lot. • The Health dept will review all reports and plans, will approve the plans by stamping them “BOH Approved” and will issue a Septic Abandonment Permit and a BOH Approval to Obtain a Building Permit to Demolish. 	<p>Building Demolition plan – BOH stamped Septic Abandonment plan – BOH stamped Asbestos and Pest Control surveys and reports Septic Abandonment Permit BOH Approval to Obtain a Building Permit to Demolish</p>
<p>3. Submit permit applications with the Health Department for the following, as needed:</p> <ul style="list-style-type: none"> • Refuse Dumpster Permit • Refuse Hauling Permit • Chemical Toilet installation Permit • Town Licensing for Refuse Haulers and Chemical Toilet Installers 	<p>Refuse Dumpster Permit Refuse Hauling Permit Chemical Toilet installation Permit Chemical Toilet Installer Town License [annual installer license renewals]</p>
<p>4. Submit the plan and an application for MA DEP and Chapter 194/193 Permits to the Conservation Department. The Conservation Commission will review and issue a written determination of wetlands and storm water drainage impact. The Commission will issue permits once approved.</p>	<p>Conservation Commission determination MA DEP Permit Chapter 194 Permit, Chapter 193 Permit</p>
<p>5. Submit the stamped plan to the DPW (Department of Public Works). The Highway & Parks and Water divisions will review for DPW involvement in demolition. The DPW will issue necessary permits.</p>	<p>DPW Water Shut Off Permit [other DPW permits???</p>
<p>6. Submit the stamped plan to the Fire and Police Departments. They will review to understand the demolition impact, and will make a determination of their involvement needed.</p> <ul style="list-style-type: none"> • If the building contains an oil tank, submit a permit application to the Fire Department for Oil Tank Removal. The Fire Department will issue the permit. Proceed to remove the oil tank; call the Police Department for a detail. 	<p>Fire Department determination Police Department determination Option: Oil Tank Removal Permit Option: Police detail</p>
<p>7. Submit the stamped plan and a demolition permit application to the Building Department. They will review the plans and will issue a Building Permit to Demolish.</p>	<p>BLDG Permit to Demolish</p>
<p>8. Contractor proceeds and performs the demolition work. Call the Police Department to schedule a detail as needed. Expect to see other department personnel at the site to monitor the demolition activity.</p>	<p>Police detail</p>
<p>9. Call departments to conduct inspections of the demolition and refuse hauling, and to sign off on the BLDG demolition permit: Health (septic removal), DPW, Fire, and the Building Department.</p>	<p>Sign off / closed BLDG Permit to Demolish</p>

Residential New Construction on a Vacant Lot – Chapter 40B Affordable Housing



Part A. Obtain Zoning Board Approval

Permitting Process Steps	Required
<p>1. Developer obtains a Project Eligibility approval letter from a subsidizing agency. Developer hires a professional architect or engineer to design a 40B building proposal. Developer records the 40B building proposal with the Town Clerk.</p>	<p>Project Eligibility approval letter Professional 40B building design Proposal recorded with the Town Clerk</p>
<p>2. Developer submits a 40B building proposal and application for a Comprehensive Permit to the zoning enforcement officer in the Building Department. The officer distributes the proposal to all town departments for written opinions of impact on items such as public health, safety and environmental design. All departments review the proposal, issue written opinions and send the opinions to the Zoning Board.</p>	<p>Distributed 40B building proposal Departmental written opinions</p>
<p>3. The Zoning Enforcement Officer schedules and advertises a Zoning Board public hearing to review the proposal. *** Time Deadline to schedule the initial public hearing = minimum 2 weeks prior notice ***</p>	<p>Scheduled public hearing of the Zoning Board of Appeals (ZBA)</p>
<p>4. The Zoning Board conducts a public hearing and obtains town feedback on the 40B building proposal. If there is additional time needed to review and consider the proposal, the Board may continue the hearing. *** Time Deadline to conduct the initial public hearing = 30 days after permit application received ***</p>	<p>Attendance at the ZBA public hearing Public feedback on the 40B proposal</p>
<p>5. The Planning Board reviews the public feedback and departmental written opinions, and performs site visits and work sessions. The Board may hire a civil engineer and/or engage in peer reviews of the proposal. The Board negotiates with the developer to adjust plans as needed. The Planning Board then determines whether or not to grant waivers for subdivision regulations, MA DEP wetlands bylaws and/or Title 5 septic system rules. The Board issues a written decision. If more review or information is needed, the time deadline may be extended with the developer. *** Time Deadline to issue a decision = 40 days after public hearing(s) completion ***</p>	<p>Planning Board decision Option: waivers</p>
<p>6. Take the next step, depending on the decision:</p> <ul style="list-style-type: none"> • If the decision is to DISAPPROVED: consider an Appeals Process with HAC • If the decision is APPROVED: Applicant must obtain a final approval from the subsidizing agency, and must record the decision and final approval regulatory agreements with the Registry of Deeds 	<p>Decision and regulatory agreements recorded with the Registry of Deeds</p>

Residential New Construction on a Vacant Lot – Chapter 40B Affordable Housing



Part B. Establish New Parcel IDs for subdivided land

Permitting Process Steps	Required
1. The Town Planner consults with the Building Department , the Fire Department and the DPW GIS engineer to determine street addresses for the new, approved parcels.	Parcel IDs and street addresses
2. The Building Department issues a written announcement (interoffice memo) to the applicant and to all town departments and the US Post Office to inform everyone of the street addresses.	Written announcement of street addresses
3. Various town departments update their files and systems to recognize the parcel IDs and new street addresses: 911 emergency database, GIS system, MUNIS financial system, Fire dept system, Assessors Office tax file	Parcel IDs and street addresses in GIS Updated town systems with street addresses

Residential New Construction on a Vacant Lot – Chapter 40B Affordable Housing



Part C. Obtain Initial Permits

Permitting Process Steps	Required
<p>1. Submit a plan to the Building Department to build a new residence on a vacant lot; be referred to other departments pertinent to the plans. If the property is in the historic district, submit the plan to the Historic Commission; they will review the plan and issue a determination of any Order of Conditions to be met for the historic district.</p>	<p>New residential construction plan Review only Option: Historic Commission determination</p>
<p>2. Submit a septic system plan to the Health Department, along with an application form for a soil test. The Health Department will proctor the soil test and note findings.</p>	<p>Septic System plan Soil Test Application</p>
<p>3. Submit a septic system permit application to the Health Department. They will review the plans, ask for adjustments for code compliance, stamp the plans “BOH Approved”, and will issue a Septic System Build Permit.</p>	<p>Septic System stamped plans “BOH Approved” Septic System Build Permit</p>
<p>4. Submit a building plan and BOH permit application to the Health Department. They will review the plans for consistency with the septic system plans, will stamp the building plans “BOH Approved”, and will issue a Board of Health Approval to Obtain a Building Permit.</p>	<p>Stamped building plans “BOH Approved” Board of Health Approval to Obtain a Building Permit</p>
<p>5. Submit permit applications with the Health Department for the following, as needed:</p> <ul style="list-style-type: none"> • Refuse Dumpster Permit • Refuse Hauling Permit • Chemical Toilet installation Permit • Town Licensing for Refuse Haulers and Chemical Toilet Installers 	<p>Refuse Dumpster Permit Refuse Hauling Permit Chemical Toilet installation Permit Chemical Toilet Installer Town License [annual installer license renewals]</p>
<p>6. Submit the plan and an application for MA DEP and Chapter 194 Permits to the Conservation Department. The Conservation Commission will review for placement to avoid wetlands, will hold a public hearing, will issue a written determination and will issue permits once approved.</p> <ul style="list-style-type: none"> • If the addition is > 500 square feet, submit a plan and application for Chapter 193 Permit to the Conservation Department. They will review the storm water drainage needs, write a determination, and will issue a permit. 	<p>Conservation Commission public hearing attendance Conservation Commission determination MA DEP Permit Chapter 194 Permit, Chapter 193 Permit</p>
<p>7. Submit the stamped plan to the DPW (Department of Public Works). The Highway & Parks and Water and Engineering divisions will review for changes of water access, road access, placement not on a Town easement or change to the right of way. The Wastewater Commission will review any needed changes to residential water treatment facilities.</p> <ul style="list-style-type: none"> • For any required permits for trenches or curb cuts, submit a permit application and DPW will issue the permit. 	<p>Trench Permit Curb Cut Build Permit Water Access Permit</p>
<p>8. Submit the stamped building plan and a fire permit application to the Fire Department. They will review the plans and mark smoke / carbon monoxide / heat detectors – and sprinkler heads as needed – on the plans. They will summarize all fire safety devices needed into a written report, will stamp the plans “FIRE Approved”, and will issue a Fire Safety Permit.</p>	<p>Stamped building plans “FIRE Approved” FIRE Report Fire Safety Permit [proceed to Part B. steps]</p>

Residential New Construction on a Vacant Lot – Chapter 40B Affordable Housing



Part D. Obtain the Building Permit, Perform Construction and Inspections

Permitting Process Steps	Required
<p>1. Submit the stamped building plan and an application for a building permit to the Building Department. They will review for code compliance. They will stamp the plans “BLDG code compliance” once approved, and will issue a Building Permit card. This permit must be posted on site.</p>	<p>Stamped Building plans “BLDG code compliance” Building Permit card (posted on site)</p>
<p>2. Proceed with construction.</p> <ul style="list-style-type: none"> • Call the Police Department to schedule a police detail for construction equipment traffic control. • For water turn on, submit an application with the DPW for a water permit. • For storm water drainage work, you must hire a Town-licensed storm water drainage layer who must have a current license with the DPW. • If electrical, plumbing, gas, or sheet metal work is involved, the licensed worker must submit an application with the Building Department for a construction permit. • Install the septic system, per the Septic System Permit – or attach to the wastewater treatment facility. 	<p>Police detail DPW Water Turn On Permit DPW Storm Water Drain Layer License</p> <p>BLDG Construction Work Permits</p>
<p>3. Call the Health Department to schedule a septic system inspection. Once completed and passed, the inspector will sign off on the Septic System Permit. If there was an upgrade to a wastewater treatment facility, call the DPW to schedule a Wastewater Commission inspection.</p>	<p>Health dept inspection – OR – DPW Wastewater Commission inspection</p>
<p>4. Call the Building Department to schedule inspections for all stages of construction. Once each inspection passes, the inspector will sign off on the back of the Building Permit card.</p>	<p>BLDG stages interim inspections Building Permit card interim step sign offs</p>
<p>5. Call the DPW to schedule other inspections and sign off on the Building Permit card. Call the Fire Department to schedule a final inspection; once passed, the Fire inspector will sign the back of the Building Permit card. Call the Building Department to schedule a final building walkthrough inspection.</p>	<p>DPW inspections FIRE inspection BLDG Final inspection</p>
<p>6. Call the Assessors Office to trigger a new residence tax file for the Town.</p>	<p>Tax inspection/file</p>
<p>7. Submit the septic “as built” drawings to the Health Department. Once reviewed and approved, the Health Department will issue a Board of Health Certificate of Compliance.</p>	<p>Septic “As Builts” Approval BOH Certificate of Compliance</p>
<p>8. Contractor obtains all Building Permit sign offs from Town departments and assembles all project documents, as needed. Submit the building “as built” drawings to the Building Department. They will review all assembled documents and close out the Building Permit. They will issue a Certificate of Occupancy to complete the project.</p>	<p>Building “As Builts” Approval Signed/Closed Building Permit card Certificate of Occupancy</p>
<p>9. The subsidizing agency will perform post construction monitoring for compliance.</p>	

Residential New Subdivision (subdivision approval is required)



Part A. Submit a Preliminary Subdivision Plan

Permitting Process Steps	Required
1. Developer has a residential new subdivision preliminary plan and application recorded with the Town Clerk . This can be submitted by sending registered mail or at a Planning Board meeting.	Recorded plan and application
2. Developer submits a residential new subdivision preliminary plan and application to the Planning Board . They will review the plan and will distribute the plan to the Health Department for additional review.	Planning Board review Health Department review
3. Option: The Planning Board may choose to conduct a public hearing for the preliminary plan's review.	Option: Planning Board public hearing
4. The Planning Board and the Board of Health determine whether or not the preliminary plan is approved, and issues a written determination . The Planning Board notifies the developer by certified mail of its determination. *** Time Deadline to issue a written determination = 45 days after application received ***	Planning Board written determination
5. Take the next step, depending on the decision: <ul style="list-style-type: none"> • If the decision is DISAPPROVED or MODIFICATION REQUIRED: Modify the plan and then proceed to "Submit a Definitive Subdivision Plan". • If the decision is APPROVED: Applicant must record the decision with the Town Clerk. Proceed with Part B. "Submit a Definitive Subdivision Plan". *** Time Deadline to submit a definitive subdivision plan = 7 months *** 	Decision recorded with the Town Clerk

Residential New Subdivision (subdivision approval is required)



Part B. Submit a Definitive Subdivision Plan

Permitting Process Steps	Required
1. Developer has a residential definitive subdivision plan and application recorded with the Town Clerk . This can be submitted by sending registered mail or at a Planning Board meeting.	Recorded plan and application
2. Developer submits a residential new subdivision preliminary plan and application to the Planning Board and to the Health Department for review. The Board of Health will review the plan, issue a written report and send it to the submitter and to the Planning Board . *** Time Deadline to issue the Board of Health report = 45 days ***	Planning Board review Health Department review
3. The Planning Board may schedule and conduct an initial public hearing for plan review. The Planning Board will then schedule and conduct the official public hearing for the definitive plan's review. *** Time Deadline to advertise a public hearing = minimum of 2 weeks prior notice *** *** Time Deadline to conduct the official public hearing = 45 days ***	Planning Board public hearings
4. The Planning Board reviews public opinion and the report from the Board of Health, and issues a written determination . If the Planning Board needs more time to make a determination, the time can be extended upon agreement with the developer. The Planning Board notifies the developer by registered mail of its determination. *** Time Deadline to issue a written determination = 45 days after application received ***	Planning Board written determination
5. Take the next step, depending on the decision: <ul style="list-style-type: none"> If the decision is DISAPPROVED: Consider an appeals process. *** Time Deadline to issue an appeal = 20 days *** If the decision is MODIFICATION REQUIRED: Modify the plan to conform to the Board of Health report, and resubmit to the Planning Board for further review, hearings and determination. If the decision is APPROVED: Applicant must record the decision with the Town Clerk. Proceed with the process for "Site Plan Approval". 	Decision recorded with the Town Clerk

Residential New Subdivision – ANR (subdivision approval is not required)



Part A. Obtain Planning Board ANR Decision

Permitting Process Steps	Required
1. Developer has a residential subdivision plan and ANR application recorded with the Town Clerk . This can be submitted by sending registered mail or at a Planning Board meeting.	Recorded plan and ANR application
2. Developer submits a residential subdivision plan and ANR application to the Planning Board . They will review the plan for special considerations: <ul style="list-style-type: none"> If there is no division of land, the plan is reviewed with no special considerations. If there is to be a division of land, then the plan is reviewed to ensure proper total area, conformance to Zoning frontage on a certified public way, proper access way, endorsed under the subdivision control law, and suitable grading for municipal services 	Planning Board review and research
3. Option: The Planning Board may choose to obtain a review from the Zoning Board of Appeals (ZBA).	Option: Zoning Board of Appeals review
4. The Planning Board determines whether or not subdivision approval is required, and issues a written determination . The Board notifies the developer of its determination. *** Time Deadline to issue an ANR determination = 21 days ***	Planning Board written determination
5. Take the next step, depending on the decision: <ul style="list-style-type: none"> If the decision is “Approval under the subdivision control law IS REQUIRED”: this is not deemed an Approval Not Required. Consider an Appeals Process, or proceed to the process for “Submit a Definitive Subdivision Plan”. If the decision is “Approval under the subdivision control law IS NOT REQUIRED”: This is deemed an ANR. Applicant must record the decision with the Town Clerk. Proceed with Part B. 	Decision recorded with the Town Clerk

Part B. Establish New Parcel IDs for subdivided land

Permitting Process Steps	Required
1. The Town Planner consults with the Building Department , the Fire Department and the DPW GIS engineer to determine street addresses for the new, approved parcels.	Parcel IDs and street addresses
2. The Building Department issues a written announcement (interoffice memo) to the applicant and to all town departments and the US Post Office to inform everyone of the street addresses.	Written announcement of street addresses
3. Various town departments update their files and systems to recognize the parcel IDs and new street addresses: 911 emergency database, GIS system, MUNIS financial system, Fire dept system, Assessors Office tax file	Parcel IDs and street addresses in GIS Updated town systems with street addresses

Residential New Subdivision – ANR (subdivision approval is not required)



Part C. Obtain Initial Permits

Permitting Process Steps	Required
1. Submit a plan to the Building Department to build a new residence on a vacant lot; be referred to other departments pertinent to the plans. If the property is in the historic district, submit the plan to the Historic Commission ; they will review the plan and issue a determination of any Order of Conditions to be met for the historic district.	New residential construction plan Review only Option: Historic Commission determination
2. Submit a septic system plan to the Health Department , along with an application form for a soil test. The Health Department will proctor the soil test and note findings.	Septic System plan Soil Test Application
3. Submit a septic system permit application to the Health Department . They will review the plans, ask for adjustments for code compliance, stamp the plans “BOH Approved”, and will issue a Septic System Build Permit .	Septic System stamped plans “BOH Approved” Septic System Build Permit
4. Submit a building plan and BOH permit application to the Health Department . They will review the plans for consistency with the septic system plans, will stamp the building plans “BOH Approved”, and will issue a Board of Health Approval to Obtain a Building Permit.	Stamped building plans “BOH Approved” Board of Health Approval to Obtain a Building Permit
5. Submit permit applications with the Health Department for the following, as needed: <ul style="list-style-type: none"> • Refuse Dumpster Permit • Refuse Hauling Permit • Chemical Toilet installation Permit • Town Licensing for Refuse Haulers and Chemical Toilet Installers 	Refuse Dumpster Permit Refuse Hauling Permit Chemical Toilet installation Permit Chemical Toilet Installer Town License [annual installer license renewals]
6. Submit the plan and an application for MA DEP and Chapter 194 Permits to the Conservation Department . The Conservation Commission will review for placement to avoid wetlands, will hold a public hearing, will issue a written determination and will issue permits once approved. <ul style="list-style-type: none"> • If the addition is > 500 square feet, submit a plan and application for Chapter 193 Permit to the Conservation Department. They will review the storm water drainage needs, write a determination, and will issue a permit. 	Conservation Commission public hearing attendance Conservation Commission determination MA DEP Permit Chapter 194 Permit, Chapter 193 Permit
7. Submit the stamped plan to the DPW (Department of Public Works). The Highway & Parks and Water and Engineering divisions will review for changes of water access, road access, placement not on a Town easement or change to the right of way. The Wastewater Commission will review any needed changes to residential water treatment facilities. <ul style="list-style-type: none"> • For any required permits for trenches or curb cuts, submit a permit application and DPW will issue the permit. 	Trench Permit Curb Cut Build Permit Water Access Permit
8. Submit the stamped building plan and a fire permit application to the Fire Department . They will review the plans and mark smoke / carbon monoxide / heat detectors – and sprinkler heads as needed – on the plans. They will summarize all fire safety devices needed into a written report, will stamp the plans “FIRE Approved”, and will issue a Fire Safety Permit .	Stamped building plans “FIRE Approved” FIRE Report Fire Safety Permit [proceed to Part B. steps]

Residential New Subdivision – ANR (subdivision approval is not required)



Part D. Obtain the Building Permit, Perform Construction and Inspections

Permitting Process Steps	Required
<p>1. Submit the stamped building plan and an application for a building permit to the Building Department. They will review for code compliance. They will stamp the plans “BLDG code compliance” once approved, and will issue a Building Permit card. This permit must be posted on site.</p>	<p>Stamped Building plans “BLDG code compliance” Building Permit card (posted on site)</p>
<p>2. Proceed with construction.</p> <ul style="list-style-type: none"> • Call the Police Department to schedule a police detail for construction equipment traffic control. • For water turn on, submit an application with the DPW for a water permit. • For storm water drainage work, you must hire a Town-licensed storm water drainage layer who must have a current license with the DPW. • If electrical, plumbing, gas, or sheet metal work is involved, the licensed worker must submit an application with the Building Department for a construction permit. • Install the septic system, per the Septic System Permit – or attach to the wastewater treatment facility. 	<p>Police detail DPW Water Turn On Permit DPW Storm Water Drain Layer License</p> <p>BLDG Construction Work Permits</p>
<p>3. Call the Health Department to schedule a septic system inspection. Once completed and passed, the inspector will sign off on the Septic System Permit. If there was an upgrade to a wastewater treatment facility, call the DPW to schedule a Wastewater Commission inspection.</p>	<p>Health dept inspection – OR – DPW Wastewater Commission inspection</p>
<p>4. Call the Building Department to schedule inspections for all stages of construction. Once each inspection passes, the inspector will sign off on the back of the Building Permit card.</p>	<p>BLDG stages interim inspections Building Permit card interim step sign offs</p>
<p>5. Call the DPW to schedule other inspections and sign off on the Building Permit card. Call the Fire Department to schedule a final inspection; once passed, the Fire inspector will sign the back of the Building Permit card. Call the Building Department to schedule a final building walkthrough inspection.</p>	<p>DPW inspections FIRE inspection BLDG Final inspection</p>
<p>6. Call the Assessors Office to trigger a new residence tax file for the Town.</p>	<p>Tax inspection/file</p>
<p>7. Submit the septic “as built” drawings to the Health Department. Once reviewed and approved, the Health Department will issue a Board of Health Certificate of Compliance.</p>	<p>Septic “As Builts” Approval BOH Certificate of Compliance</p>
<p>8. Contractor obtains all Building Permit sign offs from Town departments and assembles all project documents, as needed. Submit the building “as built” drawings to the Building Department. They will review all assembled documents and close out the Building Permit. They will issue a Certificate of Occupancy to complete the project.</p>	<p>Building “As Builts” Approval Signed/Closed Building Permit card Certificate of Occupancy</p>

Commercial Site Plan Approval (SPA)



Part A. Obtain Planning Board Approval

Permitting Process Steps	Required
1. Submit a commercial site plan and application to the Town Clerk for recording.	Recorded plan + application with the Town Clerk
1. Submit an original and copies of the site plan and application to the Planning Board . The Town Planner will review the application for completeness, and will notify the applicant if any other information is needed. *** Time Deadline to review application for completeness = 3 days ***	Site plan and application (original + 10 copies) Review only – for completeness
2. The Town Planner distributes the proposal to all town departments for written opinions. All departments review the plan, issue written opinions and send the opinions to the Planning Board . *** Time Deadline to issue departmental written opinions = 30 days ***	Distributed site plan + application copies Departmental written opinions
2. The Town Planner schedules and advertises a public hearing to review the plan. *** Time Deadline to schedule the initial public hearing = minimum 2 weeks prior notice ***	Scheduled public hearing of the Planning Board
4. The Planning Board conducts a public hearing and obtains town feedback on the plan. *** Time Deadline to conduct the public hearing = 30 days after completed application received ***	Attendance at the public hearing Public feedback on the plan
5. The Planning Board reviews the public feedback and departmental written opinions, and issues a written decision . *** Time Deadline to issue a decision = 60 days after completed application submittal ***	Planning Board decision
6. Take the next step, depending on the decision: <ul style="list-style-type: none"> If the decision is DISAPPROVED: consider an Appeals Process If the decision is APPROVED WITH MODIFICATIONS: modify the plan and re-apply If the decision is APPROVED: Applicant must record the decision with the Registry of Deeds. Proceed to Part B. 	Decision recorded with the Registry of Deeds

Part B. Establish New Parcel IDs for commercial site

Permitting Process Steps	Required
1. The Town Planner consults with the Building Department , the Fire Department and the DPW GIS engineer to determine street addresses for the new, approved parcels.	Parcel IDs and street addresses
2. The Building Department issues a written announcement (interoffice memo) to the applicant and to all town departments and the US Post Office to inform everyone of the street addresses.	Written announcement of street addresses
3. Various town departments update their files and systems to recognize the parcel IDs and new street addresses: 911 emergency database, GIS system, MUNIS financial system, Fire dept system, Assessors Office tax file	Parcel IDs and street addresses in GIS Updated town systems with street addresses

Commercial Site Plan Approval (SPA)



Part C. Obtain Initial Permits

Permitting Process Steps	Required
<p>1. Submit a plan to the Building Department to build a new residence on a vacant lot; be referred to other departments pertinent to the plans. If the property is in the historic district, submit the plan to the Historic Commission; they will review the plan and issue a determination of any Order of Conditions to be met for the historic district.</p>	<p>New residential construction plan Review only Option: Historic Commission determination</p>
<p>2. Submit a septic system plan to the Health Department, along with an application form for a soil test. The Health Department will proctor the soil test and note findings.</p>	<p>Septic System plan Soil Test Application</p>
<p>3. Submit a septic system permit application to the Health Department. They will review the plans, ask for adjustments for code compliance, stamp the plans “BOH Approved”, and will issue a Septic System Build Permit.</p>	<p>Septic System stamped plans “BOH Approved” Septic System Build Permit</p>
<p>4. Submit a building plan and BOH permit application to the Health Department. They will review the plans for consistency with the septic system plans, will stamp the building plans “BOH Approved”, and will issue a Board of Health Approval to Obtain a Building Permit.</p>	<p>Stamped building plans “BOH Approved” Board of Health Approval to Obtain a Building Permit</p>
<p>5. Submit permit applications with the Health Department for the following, as needed:</p> <ul style="list-style-type: none"> • Refuse Dumpster Permit • Refuse Hauling Permit • Chemical Toilet installation Permit • Town Licensing for Refuse Haulers and Chemical Toilet Installers 	<p>Refuse Dumpster Permit Refuse Hauling Permit Chemical Toilet installation Permit Chemical Toilet Installer Town License [annual installer license renewals]</p>
<p>6. Submit the plan and an application for MA DEP and Chapter 194 Permits to the Conservation Department. The Conservation Commission will review for placement to avoid wetlands, will hold a public hearing, will issue a written determination and will issue permits once approved.</p> <ul style="list-style-type: none"> • If the addition is > 500 square feet, submit a plan and application for Chapter 193 Permit to the Conservation Department. They will review the storm water drainage needs, write a determination, and will issue a permit. 	<p>Conservation Commission public hearing attendance Conservation Commission determination MA DEP Permit Chapter 194 Permit, Chapter 193 Permit</p>
<p>7. Submit the stamped plan to the DPW (Department of Public Works). The Highway & Parks and Water and Engineering divisions will review for changes of water access, road access, placement not on a Town easement or change to the right of way. The Wastewater Commission will review any needed changes to residential water treatment facilities.</p> <ul style="list-style-type: none"> • For any required permits for trenches or curb cuts, submit a permit application and DPW will issue the permit. 	<p>Trench Permit Curb Cut Build Permit Water Access Permit</p>
<p>8. Submit the stamped building plan and a fire permit application to the Fire Department. They will review the plans and mark smoke / carbon monoxide / heat detectors – and sprinkler heads as needed – on the plans. They will summarize all fire safety devices needed into a written report, will stamp the plans “FIRE Approved”, and will issue a Fire Safety Permit.</p>	<p>Stamped building plans “FIRE Approved” FIRE Report Fire Safety Permit [proceed to Part B. steps]</p>

Commercial Site Plan Approval (SPA)



Part D. Obtain the Building Permit, Perform Construction and Inspections

Permitting Process Steps	Required
<p>9. Submit the stamped building plan and an application for a building permit to the Building Department. They will review for code compliance. They will stamp the plans “BLDG code compliance” once approved, and will issue a Building Permit card. This permit must be posted on site.</p>	<p>Stamped Building plans “BLDG code compliance” Building Permit card (posted on site)</p>
<p>10. Proceed with construction.</p> <ul style="list-style-type: none"> • Call the Police Department to schedule a police detail for construction equipment traffic control. • For water turn on, submit an application with the DPW for a water permit. • For storm water drainage work, you must hire a Town-licensed storm water drainage layer who must have a current license with the DPW. • If electrical, plumbing, gas, or sheet metal work is involved, the licensed worker must submit an application with the Building Department for a construction permit. • Install the septic system, per the Septic System Permit – or attach to the wastewater treatment facility. 	<p>Police detail DPW Water Turn On Permit DPW Storm Water Drain Layer License</p> <p>BLDG Construction Work Permits</p>
<p>11. Call the Health Department to schedule a septic system inspection. Once completed and passed, the inspector will sign off on the Septic System Permit. If there was an upgrade to a wastewater treatment facility, call the DPW to schedule a Wastewater Commission inspection.</p>	<p>Health dept inspection – OR – DPW Wastewater Commission inspection</p>
<p>12. Call the Building Department to schedule inspections for all stages of construction. Once each inspection passes, the inspector will sign off on the back of the Building Permit card.</p>	<p>BLDG stages interim inspections Building Permit card interim step sign offs</p>
<p>13. Call the DPW to schedule other inspections and sign off on the Building Permit card. Call the Fire Department to schedule a final inspection; once passed, the Fire inspector will sign the back of the Building Permit card. Call the Building Department to schedule a final building walkthrough inspection.</p>	<p>DPW inspections FIRE inspection BLDG Final inspection</p>
<p>14. Call the Assessors Office to trigger a new residence tax file for the Town.</p>	<p>Tax inspection/file</p>
<p>15. Submit the septic “as built” drawings to the Health Department. Once reviewed and approved, the Health Department will issue a Board of Health Certificate of Compliance.</p>	<p>Septic “As Builts” Approval BOH Certificate of Compliance</p>
<p>16. Contractor obtains all Building Permit sign offs from Town departments and assembles all project documents, as needed. Submit the building “as built” drawings to the Building Department. They will review all assembled documents and close out the Building Permit. They will issue a Certificate of Occupancy to complete the project.</p>	<p>Building “As Builts” Approval Signed/Closed Building Permit card Certificate of Occupancy</p>

Residential Site Plan Approval



Part A. Obtain Planning Board Approval

Permitting Process Steps	Required
1. Submit a site plan and application to the Town Clerk for recording.	Recorded plan + application with the Town Clerk
1. Submit an original and copies of the site plan and application to the Planning Board . The Town Planner will review the application for completeness, and will notify the applicant if any other information is needed. *** Time Deadline to review application for completeness = 3 days ***	Site plan and application (original + 10 copies) Review only – for completeness
2. The Town Planner distributes the proposal to all town departments for written opinions. All departments review the plan, issue written opinions and send the opinions to the Planning Board . *** Time Deadline to issue departmental written opinions = 30 days ***	Distributed site plan + application copies Departmental written opinions
2. The Town Planner schedules and advertises a public hearing to review the plan. *** Time Deadline to schedule the initial public hearing = minimum 2 weeks prior notice ***	Scheduled public hearing of the Planning Board
4. The Planning Board conducts a public hearing and obtains town feedback on the plan. *** Time Deadline to conduct the public hearing = 30 days after completed application received ***	Attendance at the public hearing Public feedback on the plan
5. The Planning Board reviews the public feedback and departmental written opinions, and issues a written decision . *** Time Deadline to issue a decision = 60 days after completed application submittal ***	Planning Board decision
6. Take the next step, depending on the decision: <ul style="list-style-type: none"> If the decision is DISAPPROVED: consider an Appeals Process If the decision is APPROVED WITH MODIFICATIONS: modify the plan and re-apply If the decision is APPROVED: Applicant must record the decision with the Registry of Deeds. Proceed to Part B. 	Decision recorded with the Registry of Deeds

Part B. Establish New Parcel IDs for new site

Permitting Process Steps	Required
1. The Town Planner consults with the Building Department , the Fire Department and the DPW GIS engineer to determine street addresses for the new, approved parcels.	Parcel IDs and street addresses
2. The Building Department issues a written announcement (interoffice memo) to the applicant and to all town departments and the US Post Office to inform everyone of the street addresses.	Written announcement of street addresses
3. Various town departments update their files and systems to recognize the parcel IDs and new street addresses: 911 emergency database, GIS system, MUNIS financial system, Fire dept system, Assessors Office tax file	Parcel IDs and street addresses in GIS Updated town systems with street addresses

Commercial Tenant Fit Up / Signage



Part A. Obtain Approval for Commercial Tenant Use

Permitting Process Steps	Required
<p>1. Developer submits a plan and application for commercial tenant fit up to the Planning Department. They will review the Master Site Plan and will determine if this use is allowed within the master plan. The Town Planner will direct the applicant to modify the fit up plan and resubmit if necessary.</p>	<p>Commercial tenant fit up plan and application Master Site Plan review</p>
<p>2. Option: The Planning Board may choose to refer to the Zoning Board of Appeals for a determination on a Master Site permit modification. If so, the Zoning Board will review the master permit and fit up plan, and may schedule a public hearing to review the proposal. The Zoning Board will issue a ZBA written determination.</p> <ul style="list-style-type: none"> • Deny use – The Zoning Board will NOT modify the Master Plan. Consider an appeal, or modify the request and resubmit to the Planning Department. • Approve – The Zoning Board will modify the Master Plan to allow for the proposed commercial tenant fit up *** Time Deadline to schedule a public hearing = 2 weeks prior notice *** 	<p>Option: Zoning Board of Appeals (ZBA) review ZBA public hearing ZBA written determination ZBA modified Master Site Plan</p>
<p>3. The Planning Department will consult with other departments as needed:</p> <ul style="list-style-type: none"> • The Board of Health will review wastewater needs versus capacity and flow. • If the needs exceed the capacity, the Health Department will consult with the DPW. The DPW will issue a determination of exceeded capacity, and will ask that the request be modified or that ZBA modify the Master Site Permit – or deny use and have the Owner appeal the determination. • The Health Department will also review the request for asbestos remediation as needed for a change of use or expansion. • The Board of Health will issue an approval of the wastewater capacity. 	<p>Board of Health wastewater capacity/flow decision Board of Health asbestos remediation decision Option: DPW review and determination</p>
<p>4. The Planning Board will ensure that construction will be controlled by an engineer, architect and/or contractor.</p>	<p>Planning Board verification of construction control</p>
<p>5. The Planning Board will approve the use of the commercial property for the requested tenant fit up.</p>	<p>Planning Board approval for tenant fit up</p>

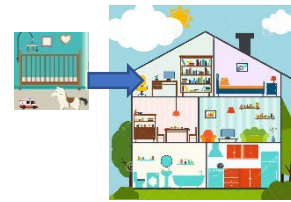
Commercial Tenant Fit Up / Signage



Part B. Obtain Approval for Signage

Permitting Process Steps	Required
<p>1. Developer submits a plan and application for commercial signage to the Planning Department. They convene the Design Review Board to review the design and have the Owner modify as needed, then will issue an advisory opinion. (The Design Review Board consists of an architect, landscape architect, Planning Board member, business owner and town resident, and a graphics designer.)</p>	<p>Design Review Board review + advisory opinion</p>
<p>2. The developer submits the acceptable signage plan to the Building Department, with an application for a special permit for the signage. The Building Department will review the request and approve the Signage Permit.</p>	<p>Building Department signage review Building Department Signage Permit</p>
<p>3. Proceed to construct and implement the signage.</p>	

Residential Alteration (Includes basement renovations)

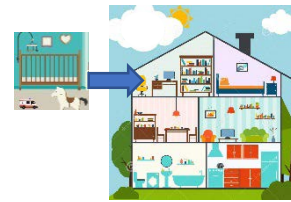


Part A. Obtain Initial Permits

Permitting Process Steps	Required
<p>1. [If this is a Residential Change of Use, be sure to go through the process of obtaining Zoning determination approval first.] Submit a plan to the Building Department to alter an existing residence, and be referred to the departments pertinent to the alteration plans. If the residence is in the historic district, submit the plan to the Historic Commission for their review and determination of upholding historic bylaws.</p>	<p>Alteration plan BLDG Review only</p> <p>Option: Historic Commission determination</p>
<p>2. Submit the alteration plan to the Health department. They will review for septic needs, and will determine if a larger septic system is needed than what currently exists on the property.</p> <ul style="list-style-type: none"> If a larger septic system is needed, submit a septic system plan and a Septic System Build Permit application to the Health department. They will review, ask for adjustments as needed, and will stamp the septic plans as “BOH Approved”. They will then issue a Septic System Build Permit. 	<p>Septic System change plan Septic Permit application Stamped Septic System plan “BOH Approved” Septic System Build Permit</p>
<p>3. Submit permit applications with the Health Department for the following, as needed:</p> <ul style="list-style-type: none"> Refuse Dumpster Permit Refuse Hauling Permit Septage Hauling Permit Chemical Toilet installation Permit Town Licensing for Refuse/Septage Haulers and Chemical Toilet Installers 	<p>Refuse Dumpster Permit Refuse Hauling Permit Chemical Toilet installation Permit Refuse/Septage Hauler Town License Chemical Toilet Installer Town License [annual installer license renewals]</p>
<p>4. Submit the plan and an application for MA DEP and Chapter 194/193 Permits to the Conservation Department. The Conservation Commission will review for placement for proper storm water drainage and to avoid wetlands, will hold a public hearing, will issue a written determination and will issue permits once approved.</p>	<p>Conservation Commission public hearing attendance Conservation Commission determination MA DEP Permit Chapter 194 Permit Chapter 193 Permit</p>
<p>5. Submit the stamped plan to the DPW (Department of Public Works). The Highway & Parks and Water divisions will review for changes of water access, road access, placement not on a Town easement or change to the right of way.</p>	<p>Review only</p>
<p>6. Submit a building plan and building application to the Health Department. They will review to maintain compliance with septic plans, will stamp the plans “BOH Approved” when approved. They will then issue an approval of the permit to submit a building application to the Building Department.</p>	<p>Stamped building plans “BOH Approved” Board of Health Approval to Obtain a Building Permit</p>
<p>7. Submit the stamped building plan and a fire permit application to the Fire Department. They will review the plans and mark smoke / carbon monoxide / heat detectors – and sprinkler heads as needed – on the plans. They will summarize all fire safety devices needed into a written report, will stamp the plans “FIRE Approved”, and will issue a Fire Safety Permit.</p>	<p>Stamped building plans “FIRE Approved” FIRE Report Fire Safety Permit [proceed to Part B. steps]</p>

Residential Alteration

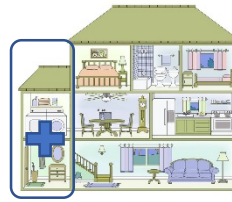
(Includes basement renovations)



Part B. Obtain the Building Permit, Perform Alterations and Inspections

Permitting Process Steps	Required
<p>8. Submit the stamped plan and an application for a building permit to the Building Department. They will review for code compliance. They will stamp the plans “BLDG code compliance” once approved, and will issue a Building Permit card. This permit must be posted on site.</p>	<p>Stamped Building plans “BLDG code compliance” Building Permit card (posted on site)</p>
<p>9. Proceed with construction – as needed for that type of alteration.</p> <ul style="list-style-type: none"> • If a trench must be dug, submit an application with the DPW for a trench permit. • For water shut off/turn on, submit an application with the DPW for a water permit. • For storm water drainage work, you must hire a Town-licensed storm water drainage layer who must have a current license with the DPW. • If electrical, plumbing, gas, or sheet metal work is involved, the licensed worker must submit an application with the Building Department for a construction permit. • Upgrade the septic system, per the Septic System Permit. 	<p>DPW Trench Permit DPW Water Permit DPW Storm Water Drain Layer License</p> <p>BLDG Construction Work Permits</p>
<p>10. Call the Health Department to schedule a septic system inspection. Once completed and passed, the inspector will sign off on the Septic System Permit.</p>	<p>Health dept inspection</p>
<p>11. Call the Building Department to schedule inspections for all stages of construction. Once each inspection passes, the inspector will sign off on the back of the Building Permit card.</p>	<p>BLDG stages interim inspections Building Permit card interim step sign offs</p>
<p>12. Call the DPW to schedule other inspections and sign off on the Building Permit card. Call the Fire Department to schedule a final inspection; once passed, the Fire inspector will sign the back of the Building Permit card. Call the Building Department to schedule a final building walkthrough inspection.</p>	<p>DPW inspection FIRE inspection BLDG Final inspection</p>
<p>13. Submit the septic “as built” drawings to the Health Department. Once reviewed and approved, the Health department will sign off on the Building Permit and will issue a Board of Health Certificate of Compliance.</p>	<p>Septic “As Built” Approval BOH Certificate of Compliance</p>
<p>14. Contractor obtains all Building Permit sign offs from Town departments and assemble all project documents, as needed. Submit the building “as built” drawings to the Building Department. They will review all assembled documents and close out the Building Permit. They will issue a Certificate of Occupancy to complete the project.</p>	<p>Building “As Built” Approval Signed/Closed Building Permit Certificate of Occupancy</p>

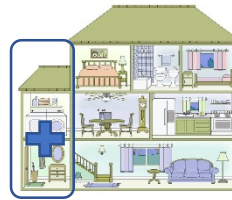
Residential Addition



Part A. Obtain Initial Permits

Permitting Process Steps	Required
<p>1. [If this is a Residential Change of Use, be sure to go through the process of obtaining Zoning determination approval first.] Submit a plan to the Building Department to add to an existing residence, and be referred to the departments pertinent to the addition plans.</p>	<p>Addition plan Review only</p>
<p>2. Submit the addition plan to the Health department. They will review for septic needs, and will determine if a larger septic system is needed than what currently exists on the property.</p> <ul style="list-style-type: none"> If a larger septic system is needed, submit a septic system plan and a Septic System Build Permit application to the Health department. They will review, ask for adjustments as needed, and will stamp the septic plans as “BOH Approved”. They will then issue a Septic System Build Permit. 	<p>Septic System change plan Septic Permit application Stamped Septic System plan “BOH Approved” Septic System Build Permit</p>
<p>3. Submit permit applications with the Health Department for the following, as needed:</p> <ul style="list-style-type: none"> Refuse Dumpster Permit Refuse Hauling Permit Chemical Toilet installation Permit Town Licensing for Refuse Haulers and Chemical Toilet Installers 	<p>Refuse Dumpster Permit Refuse Hauling Permit Chemical Toilet installation Permit Chemical Toilet Installer Town License [annual installer license renewals]</p>
<p>4. Submit the plan and an application for MA DEP and Chapter 194 Permits to the Conservation Department. The Conservation Commission will review for placement to avoid wetlands, will hold a public hearing, will issue a written determination and will issue permits once approved.</p> <ul style="list-style-type: none"> If the addition is > 500 square feet, submit a plan and application for Chapter 193 Permit to the Conservation Department. They will review the storm water drainage needs, write a determinations, and will issue a permit. 	<p>Conservation Commission public hearing attendance Conservation Commission determination MA DEP Permit Chapter 194 Permit Option: Chapter 193 Permit</p>
<p>5. Submit the stamped plan to the DPW (Department of Public Works). The Highway & Parks and Water and Engineering divisions will review for changes of water access, road access, placement not on a Town easement or change to the right of way. The Wastewater Commission will review any needed changes to residential water treatment facilities.</p> <ul style="list-style-type: none"> For any required permits for trenches or curb cuts, submit a permit application and DPW will issue the permit. 	<p>Trench Permit Curb Cut Build Permit</p>
<p>6. Submit a building plan and building application to the Health Department. They will review to maintain compliance with septic plans, will stamp the plans “BOH Approved” when approved. They will then issue an approval of the permit to submit a building application to the Building Department.</p>	<p>Stamped building plans “BOH Approved” Board of Health Approval to Obtain a Building Permit</p>
<p>7. Submit the stamped building plan and a fire permit application to the Fire Department. They will review the plans and mark smoke / carbon monoxide / heat detectors – and sprinkler heads as needed – on the plans. They will summarize all fire safety devices needed into a written report, will stamp the plans “FIRE Approved”, and will issue a Fire Safety Permit.</p>	<p>Stamped building plans “FIRE Approved” FIRE Report Fire Safety Permit [proceed to Part B. steps]</p>

Residential Addition



Part B. Obtain the Building Permit, Perform Alterations and Inspections

Permitting Process Steps	Required
<p>8. Submit the stamped plan and an application for a building permit to the Building Department. They will review for code compliance. They will stamp the plans “BLDG code compliance” once approved, and will issue a Building Permit card. This permit must be posted on site.</p>	<p>Stamped Building plans “BLDG code compliance” Building Permit card (posted on site)</p>
<p>9. Proceed with construction.</p> <ul style="list-style-type: none"> • For water shut off/turn on, submit an application with the DPW for a water permit. • For storm water drainage work, you must hire a Town-licensed storm water drainage layer who must have a current license with the DPW. • If electrical, plumbing, gas, or sheet metal work is involved, the licensed worker must submit an application with the Building Department for a construction permit. • Upgrade the septic system, per the Septic System Permit – or update the wastewater treatment facility. 	<p>DPW Water Shut Off/Renew Permits DPW Storm Water Drain Layer License</p> <p>BLDG Construction Work Permits</p>
<p>10. Call the Health Department to schedule a septic system inspection. Once completed and passed, the inspector will sign off on the Septic System Permit. If there was an upgrade to a wastewater treatment facility, call the DPW to schedule a Wastewater Commission inspection.</p>	<p>Health dept inspection – OR – DPW Wasterwater Commission inspection</p>
<p>11. Call the Building Department to schedule inspections for all stages of construction. Once each inspection passes, the inspector will sign off on the back of the Building Permit card.</p>	<p>BLDG stages interim inspections Building Permit card interim step sign offs</p>
<p>12. Call the DPW to schedule other inspections and sign off on the Building Permit card. Call the Fire Department to schedule a final inspection; once passed, the Fire inspector will sign the back of the Building Permit card. Call the Building Department to schedule a final building walkthrough inspection.</p>	<p>DPW inspection FIRE inspection BLDG Final inspection</p>
<p>13. Submit the septic “as built” drawings to the Health Department. Once reviewed and approved, the Health department will sign off on the Building Permit and will issue a Board of Health Certificate of Compliance.</p>	<p>Septic “As Builts” Approval BOH Certificate of Compliance</p>
<p>14. Contractor obtains all Building Permit sign offs from Town departments and assemble all project documents, as needed. Submit the building “as built” drawings to the Building Department. They will review all assembled documents and close out the Building Permit. They will issue a Certificate of Occupancy to complete the project.</p>	<p>Building “As Builts” Approval Signed/Closed Building Permit Certificate of Occupancy</p>

Residential Additional Use



Part A. Obtain Zoning Board of Appeals Determination

Permitting Process Steps	Required
1. Hire a licensed contractor to design and perform the work. The contractor must submit the plan to the Building Department for a Zoning Board of Appeals (ZBA) review to alter an existing residence.	Design plan Review only
2. The Zoning Board of Appeals (ZBA) will review the plan and will hold a public hearing on the request. The ZBA will issue a written determination if the additional use is permitted by right, or is allowed by Zoning bylaws. If the additional use is not allowed, then the owner and contractor may redesign the plan and resubmit the updated plan for Zoning Board review.	Attendance at a Zoning Board meeting (public hearing)
3. If the additional use is allowed, the Zoning Board will decide if the additional use is an addition or an alteration. The decision will be part of the written Determination given to the owner and contractor.	Zoning Board Determination

Part B. Proceed to Permitting Process steps for a residential addition or alteration

Permitting Process Steps	Required
4. Proceed with the next part of the process, as appropriate: <ul style="list-style-type: none"> Residential Addition (without bedrooms) Residential Addition (adding bedrooms) Residential Alteration 	[see the permitting steps for the appropriate process]

Property Change of Use – of an existing building from residential to commercial, or commercial to residential



Part A. Obtain Zoning change of use approval + Initial Permits

Permitting Process Steps	Required
<p>1. Submit a change of use plan to the Building Department for Zoning Board review. The Zoning Board of Appeals (ZBA) will review the plan and issue a written determination on the change of use being appropriate and compliant with zoning bylaws. If the determination is not favorable, the change of use will not be approved.</p>	<p>Change of use plan Option: attendance at ZBA public hearing Zoning Determination</p>
<p>2. Submit a change of use plan with favorable Zoning determination to the Health department. They will review for septic needs, and will determine if a larger septic system is needed than what currently exists on the property.</p> <ul style="list-style-type: none"> If a larger septic system is needed, submit a septic system plan and a Septic System Build Permit application to the Health department. They will review, ask for adjustments as needed, and will stamp the septic plans as “BOH Approved”. They will then issue a Septic System Build Permit. 	<p>Septic System change plan Septic Permit application Stamped Septic System plan “BOH Approved” Septic System Build Permit</p>
<p>3. Submit permit applications with the Health Department for the following, as needed:</p> <ul style="list-style-type: none"> Refuse Dumpster Permit Refuse Hauling Permit Septage Hauling Permit Chemical Toilet installation Permit Town Licensing for Refuse/Septage Haulers and Chemical Toilet Installers 	<p>Refuse Dumpster Permit Refuse Hauling Permit Chemical Toilet installation Permit Refuse/Septage Hauler Town License Chemical Toilet Installer Town License [annual installer license renewals]</p>
<p>4. Submit the plan and an application for MA DEP and Chapter 194 Permits to the Conservation Department. The Conservation Commission will review for placement for proper storm water drainage and to avoid wetlands, will hold a public hearing, will issue a written determination and will issue permits once approved.</p>	<p>Conservation Commission public hearing attendance Conservation Commission determination MA DEP Permit Chapter 194 Permit Chapter 193 Permit</p>
<p>5. Submit the stamped plan to the DPW (Department of Public Works). The Highway & Parks division will review for changes of placement not on a Town easement or change to the right of way.</p>	<p>Review only</p>
<p>6. Submit a change of use building plan and building application to the Health Department. They will review to maintain consistency with septic plans, will stamp the plans “BOH Approved” when approved. They will then issue an approval of the permit to submit a building application to the Building Department.</p>	<p>Stamped building plans “BOH Approved” Board of Health Approval to Obtain a Building Permit</p>
<p>7. Submit the stamped building plan and a fire permit application to the Fire Department. They will review the plans and mark smoke / carbon monoxide / heat detectors – and sprinkler heads as needed – on the plans. They will summarize all fire safety devices needed into a written report, will stamp the plans “FIRE Approved”, and will issue a Fire Safety Permit.</p>	<p>Stamped building plans “FIRE Approved” FIRE Report Fire Safety Permit [proceed to Part B. steps]</p>

Property Change of Use – of an existing building from residential to commercial, or commercial to residential



Part B. Obtain the Building Permit, Perform the Change of Use and Inspections

Permitting Process Steps	Required
<p>8. Submit the stamped plan and an application for a building permit to the Building Department. They will review for code compliance. They will stamp the plans “BLDG code compliance” once approved, and will issue a Building Permit card. This permit must be posted on site.</p>	<p>Stamped Building plans “BLDG code compliance” Building Permit card (posted on site)</p>
<p>9. If there is to be a change to the right of way, submit a plan and application with the DPW Highway & Parks division for a Physical Alteration Permit (PAP). They will review the plan and consult with the DPW Engineering division. They will complete an Order of Conditions for performing the work, and will sign and issue a PAP Permit.</p>	<p>Option: DPW Physical Alteration Permit and Order of Conditions</p>
<p>10. Proceed with construction.</p> <ul style="list-style-type: none"> • If construction requires a Police detail for traffic control, contact the Police Department. • If a trench must be dug, submit an application with the DPW for a trench permit. • For water shut off/turn on, submit an application with the DPW for a water permit. • For storm water drainage work, you must hire a Town-licensed storm water drainage layer who must have a current license with the DPW. • If electrical, plumbing, gas, or sheet metal work is involved, the licensed worker must submit an application with the Building Department for a construction permit. • Upgrade the septic system, per the Septic System Permit. 	<p>Police Detail DPW Trench Permit DPW Water Permit DPW Storm Water Drain Layer License</p> <p>BLDG Construction Work Permits</p>
<p>11. Call the Health Department to schedule a septic system inspection. Once completed and passed, the inspector will sign off on the Septic System Permit.</p>	<p>Health dept inspection</p>
<p>12. Call the Building Department to schedule inspections for all stages of construction. Once each inspection passes, the inspector will sign off on the back of the Building Permit card.</p>	<p>BLDG stages interim inspections Building Permit card interim step sign offs</p>
<p>13. Call the Conservation and DPW Departments to schedule other inspections and sign off on the Building Permit card. Call the Fire Department to schedule a final inspection; once passed, the Fire inspector will sign the back of the Building Permit card. Call the Building Department to schedule a final building walkthrough inspection.</p>	<p>Conservation inspection DPW inspection FIRE inspection BLDG Final inspection</p>
<p>14. Submit the septic “as built” drawings to the Health Department. Once reviewed and approved, the Health department will sign off on the Building Permit and will issue a Board of Health Certificate of Compliance.</p>	<p>Septic “As Builts” Approval BOH Certificate of Compliance</p>
<p>15. Contractor obtains all Building Permit sign offs from Town departments and assemble all project documents, as needed. Submit the building “as built” drawings to the Building Department. They will review all assembled documents and close out the Building Permit. They will issue a Certificate of Occupancy to complete the project.</p>	<p>Building “As Builts” Approval Signed/Closed Building Permit Certificate of Occupancy</p>

Remodel Kitchen or Bathroom (no construction)

No change to walls / layout



Permitting Process Steps	Required
<p>1. Hire a licensed contractor to design and perform the work. The contractor must submit the plan to the Health Department. They will review for impact on the existing septic system, and will provide the contractor with any changes required. The contractor will make design changes as needed.</p>	<p>Design plan Review only</p>
<p>2. The contractor must submit the plan and an application for a permit for remodeling work to the Building Department. They will review for code compliance, and once approved will stamp the plan as “Compliant”. They will then issue a Building Permit card for the work. This permit must be posted on site.</p>	<p>Stamped plan “BLDG code compliant” Building Permit card (posted on site)</p>
<p>3. If the contractor will be removing the refuse, move on to the next step. If you need to hire a licensed refuse hauler to remove refuse from the property, the hauler must submit an application to the Health Department for refuse hauling (and possibly a dumpster). They will review for proper license, and will issue a refuse hauling permit (and possibly a dumpster permit).</p>	<p>Option: Refuse Hauling Permit and Dumpster Permit</p>
<p>4. Proceed with your licensed contractors to perform the remodeling, per the plan. Call the Building Department to schedule an inspection of the finished work. Once the inspection has passed, the inspector will sign off on the Building Permit.</p>	<p>Building Dept inspection Signed/Closed Building Permit [Certificate of Occupancy??]</p>

Remodel Kitchen or Bathroom (with construction)

Change to walls / layout



Permitting Process Steps	Required
<p>1. Hire a licensed contractor to design and perform the work. The contractor must submit the plan to the Health Department.</p> <ul style="list-style-type: none"> They will review for impact on the existing septic system, and will provide the contractor with any changes required. The contractor will make design changes as needed. If a chemical toilet needs to be utilized during construction, submit an application and a Chemical Toilet Permit will be issued. If the contractor will be removing the refuse, move on to the next step. If you need to hire a Town-licensed refuse hauler to remove refuse from the property, the hauler must submit an application to the Health Department for refuse hauling. They will review for proper license, and will issue a refuse hauling permit. 	<p>Design plan Review only</p> <p>Option: Chemical Toilet Permit</p> <p>Option: Refuse Hauling Permit Option: Refuse Hauler License</p>
<p>2. The Health Department will evaluate the need for asbestos remediation. If there is a need, the contractor must submit an application for remediation. The work must be performed by a licensed remediation contractor. The Health Department will review the application and contractor license, and will issue an Asbestos Remediation Permit.</p>	<p>Option: Asbestos Remediation Permit</p>
<p>3. The contractor must submit the plan and an application for a permit for remodeling work to the Building Department. They will review for code compliance, and once approved will stamp the plan as "Compliant". They will then issue a Building Permit card for the work. This permit must be posted on site.</p>	<p>Stamped plan "BLDG code compliant" Building Permit card (posted on site)</p>
<p>4. Proceed with your licensed contractors to perform the remodeling, per the plan.</p> <ul style="list-style-type: none"> Once the asbestos remediation is complete, call the Health Department to schedule an inspection. When the inspection passes, proceed with other remodeling work. Once the remodeling work is complete, remove the chemical toilet and refuse dumpster as needed. 	<p>Option: Health Dept inspection of asbestos remediation</p>
<p>5. Call the Building Department to schedule an inspection of the finished work. Once the inspection has passed, the inspector will sign off on the Building Permit.</p>	<p>Building Dept inspection Signed/Closed Building Permit [Certificate of Occupancy???)</p>

Add a Pool to your Residential Property



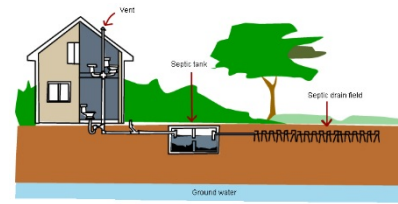
Permitting Process Steps	Required
<p>1. Submit a pool site plan to the Health Department. They will review for placement not on the septic system, and will stamp the plan “BOH Approved” once approved.</p>	<p>Site plan stamped as “BOH Approved”</p>
<p>2. Submit the stamped plan to the DPW (Department of Public Works). The Highway & Parks division will review for pool placement not on a Town easement or right of way, and for proper setback and sight lines for emergency vehicles. The Water division will review for proper connections with existing water lines. No approval or stamping of plans is needed...</p>	<p>Review only</p>
<p>3. Submit the stamped plan and an application for a building permit to the Building Department. They will review for meeting the Zoning setback requirement, Town code and zoning bylaw compliance, and for proper pool enclosure. They will stamp the plan once approved, and will issue a Building Permit card. This permit must be posted on site.</p>	<p>Building Permit card (posted on site)</p>
<p>4. Have the pool installed by a licensed installer.</p> <ul style="list-style-type: none"> • Installers must have a license to work in the Town (renewable each year with the Health Department). • Installers must submit an application to the Health Department for a construction permit to perform the work. 	<p>Installer License (\$50/year) Construction Permit Fee: \$25 above ground, \$100 in ground pool</p>
<p>5. Proceed with installing the pool.</p> <ul style="list-style-type: none"> • If a trench must be dug for the installation, the installer must submit an application with the DPW for a trench permit. • If a licensed plumber must be hired to do some work, the plumber must submit an application with the Building Department for a construction permit. 	<p>Trench Permit Plumbing Construction Permit</p>
<p>6. Call the Health Department to schedule an inspection. Once completed and passed, the inspector will sign off on the Construction permit. Call the Building Department to schedule a final inspection. Once completed and passed, the inspector will sign off on the Building Permit.</p>	<p>Health dept inspection BLDG dept inspection Signed/Closed Building Permit</p>
<p>6. Call the Assessors Office to schedule an inspection for tax purposes (adding a pool will change the value of your property).</p>	<p>Tax inspection</p>

Add an Irrigation System to your Residential Property



Permitting Process Steps	Required
1. A licensed contractor must submit an irrigation system plan and an application for a permit for plumbing work to the Building Department . They will review for completeness and correctness, then will issue a Plumbing Permit .	Plumbing Permit
2. Submit an irrigation system plan, the plumbing permit and an application to the DPW (Department of Public Works). <ul style="list-style-type: none"> • The Highway & Parks division will review for placement not on a Town easement. • The Water division will review for water line connections, including backflow and cross control as needed. 	DPW Review
3. The DPW Water division will complete an Installation Permit , including an assigned permit #. <ul style="list-style-type: none"> • If the system is > 5000 square feet, the applicant must present the plan to the Board of Public Works. Once the plan is approved, the Board will sign the permit. • If the irrigation system is < 5000 square feet, the Water superintendent will sign the permit. 	Option: presentation to the Board of Public Works Installation Permit
4. Proceed with your licensed contractor to install the irrigation system. When finished, call the DPW Water division to schedule an inspection. Once approved, the inspector will sign off on the Installation Permit.	DPW inspection Signed/closed Installation Permit
5. Every year, the DPW Water division must re-inspect backflow prevention devices. If your irrigation system includes these, then the property owner will be contacted for annual re-inspections.	DPW annual re-inspection of backflow prevention devices

Title 5 Septic System Inspection



Permitting Process Steps	Required
1. Hire a Certified Title 5 Inspector who is licensed with the Massachusetts State Department of Environmental Protection (DEP).	DEP licensed Title 5 Inspector
1. The inspector will obtain and review the property and septic system plans, as built drawings and permits from the Health Department . The inspector will validate that the septic system design supports the number of bedrooms on the property (if it does not, the inspection will fail).	Health Dept property file review
3. The inspector will obtain a water meter reading from the Department of Public Works (DPW) .	DPW Water meter reading
4. The inspector will conduct the Title 5 inspection and will determine if the septic system is functioning properly or if it failed. The inspector will issue a Title 5 inspection report.	Title 5 inspection Title 5 inspection report
5. If the septic system passed the Title 5 inspection : Keep the inspection report as proof of a functioning septic system. This is good for 2 years – or 3 years if you have the system pumped by or prior to the date of the inspection for both of the 2 years.	Title 5 PASSED designation
6. If a new component or repair is needed to pass the Title 5 inspection : Follow the steps for Septic System Repair.	<i>[go to steps for “Repair the Septic System”]</i>
7. If the septic system is failing, or if it FAILED Title 5 inspection : Follow the steps for Septic System Replacement. <i>NOTE: If you are selling your house and your septic system failed the Title 5 inspection, then you will need a Board of Health Certificate of Compliance for the sale of your property.</i>	<i>[go to steps for “Replace the Septic System”]</i>

Repair the Septic System (needs a repair or new component)



Permitting Process Steps	Required
1. Hire a licensed installer to do the repair work.	Health Dept list of licensed septic installers
2. Submit a septic system repair plan and application form to the Health Department . They will review the information and will issue a permit to perform the repair work.	Septic System repair plan + application Septic System Repair Permit
3. Option: Submit permit applications with the Health Department for the following, as needed: <ul style="list-style-type: none"> • Refuse Dumpster Permit • Refuse Hauling Permit • Septage Hauling Permit • Chemical Toilet installation Permit • Town Licensing for Refuse/Septage Haulers and Chemical Toilet Installers 	Refuse Dumpster Permit Refuse Hauling Permit Chemical Toilet installation Permit Refuse/Septage Hauler Town License Chemical Toilet Installer Town License [annual installer license renewals]
4. The septic installer will perform the repair work.	
5. Call the Health Department to schedule a septic system inspection. The Registered Sanitarian will perform the inspection.	Health dept inspection
6. Submit the septic “as built” drawings to the Health Department . Once reviewed and approved, the Health department will sign off on the Septic System Repair Permit and will issue a Board of Health (BOH) Certificate of Compliance.	Septic “As Built” Approval Signed/Closed Repair Permit BOH Certificate of Compliance

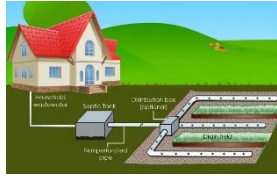
Replace the Septic System



Part A. Obtain design approval + Permits

Permitting Process Steps	Required
<p>1. Hire a Registered Sanitarian or Professional Engineer. They will do the following:</p> <ul style="list-style-type: none"> a. Contact the Health Department to obtain property septic files and research options for new system placement. b. Contact the Conservation Department to determine if any wetland, flood plain or other environmental issues exist that may require additional approvals for this septic system replacement. c. Review the town's Zone II (Nitrogen Sensitive area) list to determine if the property is in this area. d. Design and generate a new septic system plan to support all conditions and findings from the research. e. If the property is located in a Zone II area, then submit the new septic system design to the Health Department for a Board of Health hearing review and approval. 	<p>Septic system property files Conservation Dept determination Zone II (Nitrogen Sensitive area) list If Zone II: Board of Health hearing + approval</p>
<p>2. Submit a septic system plan to the Health Department, along with an application form for a soil test. The Health Department will proctor the soil test and note findings.</p>	<p>Septic System plan Soil Test Application</p>
<p>3. Submit an application to the Health Department for a Disposal Works Construction Permit. They will review and issue a permit to dispose of the existing septic system.</p>	<p>Disposal Works Construction Permit</p>
<p>4. Submit permit applications with the Health Department for the following, as needed:</p> <ul style="list-style-type: none"> • Refuse Dumpster Permit • Refuse Hauling Permit • Chemical Toilet installation Permit • Town Licensing for Refuse Haulers and Chemical Toilet Installers 	<p>Refuse Dumpster Permit Refuse Hauling Permit Chemical Toilet installation Permit Chemical Toilet Installer Town License [annual installer license renewals]</p>
<p>5. Submit a septic system permit application to the Health Department. They will review the plans, ask for adjustments for code compliance, stamp the plans "BOH Approved", and will issue a Septic System Build Permit.</p> <p>*** Time Deadline: 45 days ***</p>	<p>Septic System stamped plans "BOH Approved" Septic System Build Permit</p> <p><i>[proceed to Part B. Replace the System and Inspect]</i></p>

Replace the Septic System



Part B. Replace the System + Inspect

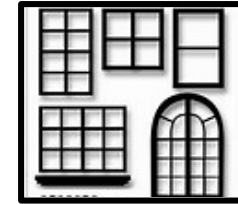
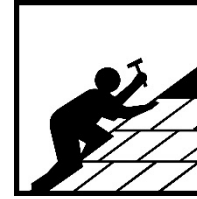
Permitting Process Steps	Required
6. Hire a licensed septic system installer. They will submit an application for performing the work with the Health Department .	
7. Proceed with disposal of the existing/failed septic system and construction on the replacement. <ul style="list-style-type: none"> • Call the Police Department to schedule a police detail for construction equipment traffic control. • Install the septic system, per the Septic System Permit. 	Police detail
8. Call the Health Department to schedule septic system inspection, including excavation and a final inspection. Once completed and passed, the inspector will sign off on the Septic System Permit.	Health dept inspection
9. The Registered Sanitarian must submit the septic “as built” elevations and septic system locations to the Health Department . The Licensed Installer must also submit septic “as built” drawings to the Health Department .	Septic “As Builts” from: Registered Sanitarian / Professional Engineer Licensed Installer
10. Once reviewed and approved, the Health Department will issue a Board of Health Certificate of Compliance .	Septic “As Builts” Approval BOH Certificate of Compliance

Add a Deck/Porch/Shed to your Residential Property



Permitting Process Steps	Required
<p>1. Submit a building plan and an application to the Health Department. They will review for placement not on the septic system, and will stamp the plan “BOH Approved” once approved. They will issue a Deck/Shed permit.</p>	<p>Building plan stamped as “BOH Approved” Deck/Shed Permit</p>
<p>2. Submit the stamped plan to the DPW (Department of Public Works). The Highway & Parks division will review for placement not on a Town easement or right of way, and for proper setback and sight lines for emergency vehicles.</p>	<p>Review only</p>
<p>3. Submit the plan and an application for MA DEP and Chapter 194 Permits to the Conservation Department. The Conservation Commission will review for placement to avoid wetlands/conservation considerations, and will issue permits once approved.</p>	<p>MA DEP Permit Chapter 194 Permit</p>
<p>3. If the shed is to be >200 square feet, or if you are adding a porch or deck, submit the stamped plan and an application for a building permit to the Building Department. They will review for Town code and zoning bylaw compliance. They will stamp the plan once approved, and will issue a Building Permit card. This permit must be posted on site. [No building permit is required if a shed is to be less than or equal to 200 square feet.]</p>	<p>Building Permit card (posted on site) – for shed >200 sq ft</p>
<p>4. Proceed with building.</p> <ul style="list-style-type: none"> • If a trench must be dug, submit an application with the DPW for a trench permit. • If electrical, plumbing, gas, or sheet metal work is involved, the licensed worker must submit an application with the Building Department for a construction permit. 	<p>Trench Permit BLDG Construction Permits</p>
<p>5. Call the Health Department to schedule an inspection. Once completed and passed, the inspector will sign off on the BOH Construction permit. Call the Building Department to schedule inspection(s), including a final inspection.</p> <ul style="list-style-type: none"> • For larger sheds, the Building Department may require verification of actual shed location by a professional land surveyor. 	<p>Health dept inspection BLDG dept inspection Option: Land Surveyor verification of shed location</p>
<p>6. Submit the “as built” drawings of the deck/porch/shed to the Health Department and Building Department. Once reviewed and approved, the Building department will sign off on the Building Permit and close it.</p>	<p>“As Builds” Approval Signed/Closed Building Permit</p>

Re-roof / Replace Windows or Sidewalls



Permitting Process Steps	Required
1. Hire a licensed contractor to perform the work. The contractor must submit a plan and an application for a permit for replacement work to the Building Department . They will review for code compliance, and once approved will stamp the plan as “Compliant”. They will then issue a Building Permit card for the work. This permit must be posted on site.	Stamped plan Building Permit card (posted on site)
2. Hire a licensed refuse hauler to remove refuse from the property. The hauler must submit an application to the Health Department for refuse hauling. They will review for proper license, and will issue a refuse hauling permit.	Refuse Hauling Permit
3. Proceed with your licensed contractors to perform the replacement work, per the plan. Call the Building Department to schedule an inspection of the finished work. Once the inspection has passed, the inspector will sign off on the Building Permit.	Building Dept inspection Signed/Closed Building Permit

Add a Fence to your Residential Property

Height from
existing grade

< 6 ft high



1. Submit a fence placement plan to the **Health dept.** They will review for placement not on the septic system, and will stamp the plan once approved.
2. Submit the stamped plan to the **Fire dept.** They will review for fence placement not impeding access to fire hydrants or sight lines for emergency vehicles, and will stamp the plan once approved.
3. Submit copies of the stamped plan to the **DPW** and to the **Police depts.** They will review for fence placement not on an easement, and for no obstruction to sight lines or right of way for emergency vehicles. No approval or stamping of plans needed...
4. If the property is in the Historic district, submit a copy of the plan to the **Historic Commission** for their review and approval of the type of fence.
5. Proceed with building your fence, with the “finished” side facing the neighbors. The fence must be placed a reasonable distance inside the owner’s property line. There is no inspection required for this fence height.

6 - 7 ft high

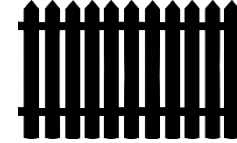


1. Submit a fence placement plan to the **Health dept.** They will review for placement not on the septic system, and will stamp the plan once approved.
2. Submit the stamped plan to the **Fire dept.** They will review for fence placement not impeding access to fire hydrants or sight lines for emergency vehicles, and will stamp the plan once approved.
3. Submit copies of the stamped plan to the **DPW** and to the **Police depts.** They will review for fence placement not on an easement, and for no obstruction to sight lines or right of way for emergency vehicles. No approval or stamping of plans needed...
4. If the property is in the Historic district, submit a copy of the plan to the **Historic Commission** for their review and approval of type of fence.
5. Submit the stamped plan to the **Building Department.** They will review for meeting the Zoning setback requirement. No building permit is needed.
6. Proceed with building your fence, with the “finished” side facing the neighbors. The fence must be placed a reasonable distance inside the owner’s property line. There is no inspection required for this fence height.



Or tree line???

> 7 ft high



BUILDING PERMIT REQUIRED !!!

1. Submit a fence placement plan to the **Health dept.** They will review for placement not on the septic system, and will stamp the plan once approved.
2. Submit the stamped plan to the **Fire dept.** They will review for fence placement not impeding access to fire hydrants or sight lines for emergency vehicles, and will stamp the plan once approved.
3. Submit copies of the stamped plan to the **DPW** and to the **Police depts.** They will review for fence placement not on an easement, and for no obstruction to sight lines or right of way for emergency vehicles. No approval or stamping of plans needed...
4. If the property is in the Historic district, submit a copy of the plan to the **Historic Commission** for their review and approval of type of fence.
5. Submit an application for a building permit and the stamped plan to the **Building Department.** They will review for meeting the Zoning setback requirement. They will stamp the plan once approved, and will issue a Building Permit. This permit must be posted on site.
6. Proceed with building your fence, with the “finished” side facing the neighbors. The fence must be placed a reasonable distance inside the owner’s property line.
7. Call the Building dept. to schedule a fence inspection. Once completed and passed, the Building inspector will sign off on the Building permit.

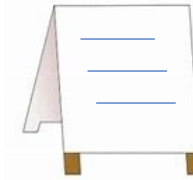
Change this layout
to make it 3
separate pages, or
one combined page
in a different
format???

Add an Unattached Garage to Residential Property



Permitting Process Steps	Required
1. Submit a garage install plan to the Health Department . They will review for placement not on the septic system.	Review only
2. Submit the plan to the DPW (Department of Public Works). The Highway & Parks division will review for garage placement not on a Town easement or right of way and for proper setback and emergency vehicle sight lines.	Review only
3. Submit the plan and an application for MA DEP and Chapter 194 Permits to the Conservation Department . The Conservation Commission will review for placement to avoid wetlands/conservation considerations, and will issue permits once approved.	MA DEP Permit Chapter 194 Permit
3. Submit the plan and an application for a building permit to the Building Department . They will review for meeting the Zoning and code compliance. They will stamp the plan once approved, and will issue a Building Permit card . This permit must be posted on site.	Building Permit card (posted on site)
4. Have the garage installed or built.	
5. Call the Conservation Department to schedule an inspection. Once completed and passed, the inspector will sign off on the MA DEP and Chapter 194 permits. Call the Building Department to schedule a final inspection. Once completed and passed, the inspector will sign off on the Building Permit.	Conservation dept inspection BLDG dept inspection Signed/Closed Permits for: MA DEP, Chapter 194, Building
6. Call the Assessors Office to schedule an inspection for tax purposes (adding a garage will change the value of your property).	Tax inspection

Utilize Town Signboards to advertise Town events



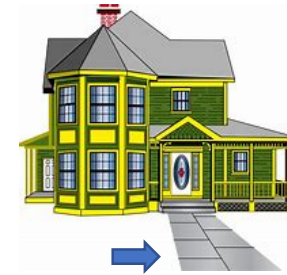
Permitting Process Steps	Required
1. A group submits an application for signboard advertising usage to the DPW (Department of Public Works) . The Highway & Parks division will review the content and signboard availability, and will add the event to the signboard usage calendar. They will then initial the approval and send the approved application back to the group.	Approved/initialed application Signboard calendar reservation
2. If there is no signboard availability, the DPW will notify the applicant group. The group may then request the use of sandwich board signs from the Board of Selectmen . If approved, DPW staff will add the event to the sandwich board usage calendar and will notify the group of the sandwich board reservation.	Sandwich board calendar reservation from the Board of Selectmen
3. If a higher priority event is requested for the same signboard usage, the DPW will remove the existing calendar reservation and will notify the applicant group of the change to the signboard use. The group will be referred to request sandwich board signs use from the Board of Selectmen (see step 2 above).	Sandwich board calendar reservation
4. Just before the event is to be advertised, the group must provide the signboard or banner to the DPW Office . The DPW will install the signboards and sandwich board signs. After the event advertising duration has been met, the DPW will remove the signboard or banner and will notify the group to pick up their advertising – or it will be subject to DPW disposal.	Signboard/banners

Add a Special Feature to Town Property



Permitting Process Steps	Required
<p>1. An applicant (or organization) must submit to the DPW Highway & Parks division a permit application including a feature description and planned placement on Town property.</p> <ul style="list-style-type: none">• They will review and write a feature approval – with an Order of Conditions to be met when adding the feature.• They will approve the request and issue a Feature Permit.	Feature Permit (no fee)
<p>2. Once you have received a signed copy of the Feature Permit, proceed to construct or install the feature. There is no time limit for completing the work. Inform the DPW Highway & Parks division when the feature addition is finished; they may choose to inspect the feature.</p>	Option: DPW HGWY & Parks inspection

Install a Residential Walkway to the Street



Permitting Process Steps	Required
1. An applicant must submit to the DPW a plan for installing a walkway to the street for the property. The DPW Highway & Parks and Water divisions will review for Town easements and right of way considerations.	Review only
2. The DPW will inform you of any issues with the planned walkway placement. Adjust the placement plan as needed, have the DPW re-review the plan; once there are no objections from the DPW, proceed to install the walkway.	Adjustment review only

Remove or Plant a Tree



Permitting Process Steps	Required
1. An applicant must submit to the DPW a plan for either removing a tree or planting a new tree. The DPW Highway & Parks division will review whether or not the existing tree is owned by the Town – and will review for Town easements and right of way considerations.	Review only
2. The DPW will inform you of any issues with the planned placement. Adjust the placement plan as needed, have the DPW re-review the plan; once there are no objections from the DPW, proceed to perform the tree work (or hire a tree service).	Adjustment review only

Obtain Town Right of Entry



In emergencies, there may be a need for a Town worker to enter a residence for the purpose of adjusting an issue or checking to prevent a further issue on your property – especially if you are not home. In those cases, the Town worker will first obtain a right of entry permit.

Permitting Process Steps	Required
1. The Town worker requiring access to a residential building or property must submit a right of entry application to the DPW. The DPW Highway & Parks and Water divisions will review the reason for entry and will issue a Right of Entry Permit .	Right of Entry Permit
2. The Town worker will proceed to enter the residence or property and will perform the necessary emergency remediation of any issues. The Town worker will inform the DPW when the work is completed; the DPW will notify the property owner that an entry occurred.	Town notification of property owner