

TOWN OF EASTHAM

Building Permit Procedures

Building Permit Checklist for Single Family Residence:

- ___ Building Project Review Form completed - **\$25.00 fee**
- ___ Building Permit Application with Homeowner's signature
- ___ Construction Supervisor's License # or Homeowner's Exemption Form
- ___ Copies of Licenses
- ___ Worker's Compensation Insurance Certificate and Affidavit
- ___ Site Coverage Calculation Worksheet
- ___ Energy Calculations
- ___ Curb Cut Form (required by State Highway Department on new Route 6 access)
- ___ Disposal Affidavit
- ___ Engineered Site and Septic Plan (**3** copies required for Health Department) (Certified plot plan by land surveyor for additions) (**11" x 17" maximum plan size**)
(Must show **all** underground utilities)
- ___ Two sets of plans (one electronic, if possible) containing the following: **11" x 17" maximum plan size**
 - ▶ Elevations Views
 - ▶ Foundation Plan with engineering if required
 - ▶ Provide engineering for Truss plans, Microlams, LVL's, Steel Beams, etc.
 - ▶ Floor plans to scale
 - ▶ Cross-section view detailing all framing, insulation requirements, wall sheathing and covering, door and window schedule, etc.
 - ▶ Location of Smoke Detectors and Carbon Monoxide Detectors **stamped by the Fire Department**

All building permit applications may be subject to the following reviews:

- ▶ Conservation Commission
 - ▶ Historical Commission
 - ▶ Planning Board
 - ▶ Board of Appeals
- (The Building Inspector will check for any of these missing requirements during his plan review.)**

Permitting Process:

1. Building Department reviews the permit application and plans for Zoning compliance (lot coverage, building height, setbacks, wetlands, etc.)
2. Building Department will forward set of plans to Fire Department.
3. Septic application is submitted separately, and approval must be received from the Health Department prior to the issuance of a Building Permit.
4. When the plans have been reviewed and approved, the Building Inspector will issue a Foundation Permit.
5. Electrical, Plumbing and Gas Permits are also required, and must be pulled by the individual Massachusetts Licensed contractor. Homeowners may not pull their own wiring, plumbing or gas permits.

INSPECTION SCHEDULING

Inspections are done on a daily basis. We will make every effort to have them done the same day, if not, they will be done the following day. **BUILDING PERMIT MUST BE POSTED AT THE SITE IN ORDER TO HAVE AN INSPECTION.** If the inspection fails, a \$60.00 reinspection fee will be imposed, and must be paid in advance.

Foundation Inspection: after stripping and waterproofing, prior to backfilling.

BUILDING PERMIT ISSUED UPON SUBMISSION OF CERTIFIED AS-BUILT FOUNDATION PLAN FROM ENGINEER

Fireplace/Throat Inspection: before first flue is installed

Frame Inspection: When outside of structure is complete and tight to the weather - Rough plumbing and wiring are complete and have passed inspection - Lally columns in place - Basement accessible (stairs, door)
Decks require sono-tubes be inspected prior to filling with cement.

Insulation Inspection: After installed according to plan. (You may sheetrock the structure after passing the Insulation Inspection)

Final Wiring Inspection: When wiring is complete

Final Plumbing/Gas Inspection: When plumbing and gas work is complete

Oil Burner and Smoke Alarm and Carbon Monoxide Detectors inspection: Fire Department inspections on these items prior to final Building Inspection

Septic System "As-Built": Engineered "As-Built" must be submitted to the Board of Health for approval and issuance of Certificate of Compliance prior to final Building Inspection.

Final Building Inspection: After all of the above is completed and approved. House numbers posted - All hot water pipes insulated - Egress platforms installed if no decks - All interior work completed.

Certificate of Use and Occupancy: C. O. will be issued upon passing the final Building Inspection.

NO STRUCTURE IS TO BE USED OR OCCUPIED UNTIL A CERTIFICATE OF USE AND OCCUPANCY HAS BEEN ISSUED BY THE BUILDING INSPECTOR

GENERAL INFORMATION

<u>BUILDING DEPARTMENT</u>	<u>(508) 240-5900</u>	<u>OPEN from 8 a.m. and 4 p.m. - Monday thru Friday</u>
Questions?	Debbie Cohen x 231	between 8 a.m. and 4 p.m. - Monday thru Friday
Inspector of Buildings	Thomas Wingard x202	between 7:30 a.m. and 3 p.m. - Monday thru Friday
Wiring Inspector	Wallace Adams x 233	between 8 and 8:30 a.m.- Monday, Wednesday and Friday
Plumbing/Gas Inspector	Scott Van Ryswood x 233	between 7:30 and 8:15 a.m. - Tuesday and Thursday
Town Planner	Paul Lagg x 228	between 8 a.m. and 4 p.m. - Monday thru Friday
Health Agent	Jane Crowley X229	between 8 a.m. and 4 p.m. - Monday thru Friday