



## GENERAL PROCEDURES FOR BUILDING PERMITS

### 1. APPLICATIONS MUST BE COMPLETE AND INCLUDE THE FOLLOWING IN ORDER TO BE PROCESSED:

- Two (2) copies Certified Plot Plan for existing homes, or one copy of Site Plan/Sewerage Disposal Plan signed by Board of Health for proposed homes, showing the location of all buildings on the lot, including the proposed new construction and septic system. Measurements from the buildings to the front, rear, and side lot lines, as well as the buildings to the septic system, should be shown on the plan.
- Two (2) complete sets of plans, **drawn to scale**, showing how your project will be constructed. These should include foundation plans, floor plans, elevations, sections, details, sizes and types of materials to be used; one set to be of 11 x 17 for our files.
- All contractors if requested are to complete a CONSTRUCTION CHECKLIST
- **All construction plans will be stamped by a Registered Massachusetts Professional**
- A completed Homeowners Affidavit, if a Homeowner is pulling Permit; or
- A completed Contractor's Affidavit for Construction Supervisor's license and/or Home Improvement Contractors Certification, including contractor's proof of workers compensation;
- A completed Solid Waste Affidavit.
- Correct street address. If you do not have one or are unsure you have a correct one, check with the Assessor's Office. The house number must be displayed on the house and will be a requirement for inspections and occupancy.

Note: Engineered wood products, steel beams, trusses, cathedral and vaulted ceiling designs, or unusual construction practices shall be proven appropriate to the Building Inspector by Engineer's certification for specific application.

2. Completed applications (with required attachments), may be turned into the Building Inspector's Office or to the Regulatory Board Secretary's Office only.
3. The Building Inspector will obtain the required signatures by Tax Collector, Conservation Commission and Board of Health, however, it is Applicant's responsibility to satisfy the requirements of these boards before a Building Permit will be issued.
4. It will be the responsibility of the applicant to conform to the Zoning By-Laws of the Town of Halifax. All building projects (repairs, renovations, alterations, additions and new construction) shall conform to the requirements of the Building Code of the Commonwealth of Massachusetts.
5. Checks for Building Permit Fees made payable to "Town of Halifax" are due at the time of Permit issuance.

**Non-Conforming Lots** – Work to be performed on non-conforming properties, other than ordinary repairs, will need a Special Permit from the Zoning Board of Appeals. Informational packets describing the process for applying for a Special Permit are available from the Regulatory Board Secretary or the Town Clerk.

**Land in Agricultural Exemption** – If you are planning to build a new home on a lot on which you have been receiving an Agricultural Exemption (Chapter 61A), please contact the Assessor's Office in order to remove that designation.

**Commercial/industrial (non-residential)** -- All commercial/industrial, institutional or multi-family construction projects will require Site Plan approval from the Town of Halifax Planning Board in addition to the above-described procedure. Applications for Site Plan Review are available in the Regulatory Board Secretary's Office. All construction plans will be required to be certified by a Structural Engineer certified by the Commonwealth of Massachusetts. All construction over 35,000 cubic feet, or at the discretion of the Building Inspector, will require plan certification by a Design Architect and Engineer certified by the Commonwealth of Massachusetts. Periodic site inspections and certification of all construction by the engineer are required to be provided to the Building Inspector. You should consult with the Building Inspector regarding additional fees required for plan review by a Structural Engineer for the Building Inspector.

## **Informational**

**Collector of Taxes** – The Collector of Taxes signs the application form indicating that the taxes are current. No Building Permit can be approved with outstanding taxes due.

**Conservation Commission** – If your project lies within 100 feet of a Wetlands area, ponds or swamps, or within 200 feet of rivers and streams, even if Wetlands are not located on your own property, filing with Con Com is usually necessary. Site Inspection of areas in question are made by the Conservation Agent who will inform you as soon as possible if a filing is needed.

**Historical Commission-** It is the responsibility of the applicant to inquire as to whether the property lies in a Historic District. If your property is located in A Historical District “an Applicants Responsibility” packet is available in the Building Inspector’s office.

**Halifax Fire Department-** As of January 1, 2004 the Town of Halifax has adopted and the Fire Department will be enforcing permits listed under 527 CMR: Board of Fire Prevention Regulations 1.04 (8) and Massachusetts General Laws. These regulations read in part; the owner, lessee or refuse generator of any premises shall obtain a permit from the head of the Fire Department for rubbish containers which are emptied by mechanical assistance, of six cubic yards or more in the aggregate of compacted or uncompacted combustible rubbish. No permit shall be required for containers which are delivered to a location and removed in the course of a single business day.

Massachusetts General Laws require for new construction and remodeling the locating of smoke and heat detectors as well as Carbon Monoxide detectors as described in Chapter 148 Sections 26D through 26F. Copies of regulations can be obtained in the Building Inspector’s office.

## **HALIFAX BOARD OF HEALTH PROCEDURES-**

**ALL NECESSARY INFORMATION SHOULD ACCOMPANY THE PLANS FORWARDED FROM THE BUILDING DEPARTMENT INCLUDING PLOT PLAN, SEPTIC SYSTEM LOCATION INCLUDING LEACHING AREA. WHEN REMODELING BOTH EXISTING AND PROPOSED FLOOR PLANS, WITH ALL ROOMS LABELED, (include approximate dimensions, location of doors and windows) ARE REQUIRED.**

**IN ADDITION TO CURRENT APPLICATION AND ACCOMPANYING MATERIAL THE BOARD OF HEALTH WILL REVIEW ALL AVAILABLE INFORMATION LOCATED IN THE BOH OFFICE INCLUDING BUILDING PLANS, SEPTIC PLANS, PUMPING RECORDS (if applicable) AND TITLE V INSPECTIONS.**

**THE BOARD OF HEALTH REVIEWS FOR CHANGE OF HOUSE PLANS INCLUDING CHANGE OF FOOTPRINT, NUMBER OF BEDROOMS AND THE ADDITION OF A POOL OR SHED. ADDITIONS AND STRUCTURES OF ANY TYPE CANNOT BE PLACED OVER THE SOIL ABSORPTION SYSTEM OR LEACHING FIELD. CHECK WITH BOH FOR SETBACK REQUIREMENTS.**

**THE BOARD OF HEALTH AGENT WILL SIGN OFF ONLY WHEN CERTAIN THERE ARE NO HEALTH ISSUES. IF THERE ARE ANY QUESTIONS OR CONCERNS THE MATTER WILL BE REFERRED TO THE ENTIRE BOARD AT THE NEXT REGULARLY SCHEDULED MEETING AND YOU WILL BE INFORMED.**