



TOWN OF ORLEANS

BUILDING PERMIT APPLICATION

INFORMATION AND INSTRUCTION

1. **WHEN REQUIRED:** A building permit is required whenever a project includes construction, reconstruction, alteration, repair, removal or demolition of a structure; change of use or occupancy of a building or structure; or installation or alteration of any equipment that is regulated by the **Commonwealth of Massachusetts State Building Code**.
2. **PENALTY:** Failure to obtain a building permit or starting work before a permit is issued may result in increased permit fees, fines up to \$1000 per day (state) and \$100 per day (Town of Orleans), imprisonment or any or all of the foregoing.
3. **APPLICATION:** Application must be made by the owner or his/her authorized agent. Forms must be thoroughly and accurately completed. Accuracy and completeness will directly effect the time required to process the application through the Planning, Conservation, Health and Building Departments. The State Building Code provides that the Building Department shall review a building permit application within (30) days after filing. For purposes of this section, the permit is not considered to have been filed until other departments have approved it and it is returned to the Building Department for zoning and building code review.
4. **PLANS AND SPECIFICATION:** Every application must be accompanied by two (2) copies of specifications and plans drawn to scale, with sufficient clarity, detail and dimension to show the nature and character of the work to be performed. This information will be thoroughly reviewed to determine code compliance. Again, the degree of completeness and accuracy will have a direct bearing on the time required to review and approval.

Plans should include, but not be limited to:
 - A. **A scale of the lot**, drawn and stamped by a registered land surveyor. This plans should show dimensions of the lot, locations and dimensions of all existing and proposed structures, easements, septic systems, location of any Flood Plain on the lot, etc.
 - B. **Foundation Plan** with anchor bolt locations and clearly showing a minimum four (4) foot depth to bottom of all footings.
 - C. **Structural, mechanical and electrical plans** when required, in sufficient details to determine code compliance. (Include exterior building envelope component materials with U-values, R-values, heat loss information, HVAC sizing, etc. for energy code compliance). Any changes or modifications to the approved plans must be submitted in writing for the Inspector of Building's approval.
5. **STAMPED PLANS:** Plans and specifications for any building containing more than 35,000 cubic feet of enclosed space must be stamped and signed by a qualified registered professional engineer and architect.
6. **POSTING PERMIT:** The building permit must be posted at the site in clear view and protected from the weather at all times until Certificate of Use and Occupancy is issued.
7. **OCCUPANCY:** Upon completion of the work and prior to occupancy, return the original building permit with all approved signatures to the building department for issuance of a Certificate of Use and Occupancy. Occupancy or use of a building or structure without this certificate is subject to penalties as noted in #2 above.
8. **EXPIRATION:** A building permit expires if the work authorized is not started within six (6) months of issuance and continued through, in good faith, to completion.
9. **GENERAL:** The building permit will indicate specific points in the construction process at which inspections must be made. No work should proceed until each of these phases has been inspected and signed off by the appropriate inspector. It is the applicant's responsibility to notify each inspector at least 24 hours in advance of each required inspection. Inspection will be made within 48 hours.
At the frame inspection, the rough electrical and plumbing approvals must be obtained prior to seeking approval of the building inspector.
10. If you require any additional information, please contact the Building Department at 508-240-3700 between the hours of 8:30-4:30. We look forward to assisting you with your project.

The Commonwealth of Massachusetts State Board of Building Regulations and Standards Massachusetts State Building Code For One- and Two-family Dwellings	This Section For Official Use Only Building Permit No. _____ Date Issued _____ Signature _____ <small>Building Commissioner/Inspector of Buildings</small>
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Section 1 - site Information

1.1 Property address

1.2 Assessors Map & Parcel Number & Estimated Value

_____	_____	_____
Map	Parcel	Value

1.3 Zoning Information:

_____	_____
Zoning district	proposed use

1.4 Property Dimensions

_____	_____
lot area (sq. ft.)	frontage (ft.)

1.5 Building Setbacks (ft.)

Front Yard	Side Yard	Rear Yard
Required	Required	Required
provided	provided	provided
_____	_____	_____

1.6 Water Supply (M.G.L. c 40 54)
 Public ___ Private ___

1.7 Flood Zone Information:
 zone ___ outside flood zone ___

1.8 Sewage Disposal System:
 on site disposal system x

Section 2 - Property ownership/ Authorized Agent

2.1 Owner of Record:

_____	_____
Name (print)	Address for Service
_____	_____
Signature	telephone

2.2 Authorized Agent:

_____	_____
Name (print)	Address for Service
_____	_____
Signature	telephone

Section 3 - Construction Services

Applications must include construction supervisor form or the Homeowner exemption form along with the worker's compensation affidavit and a copy of your home improvement contractor registration.

Description of work to be performed:

Floor Area:

Basement (unfinished) _____ sq. ft.
 Basement (finished) _____ sq. ft.
 First Floor _____ sq. ft.
 Second floor _____ sq. ft.
 Third floor _____ sq. ft.

Document sign offs

Health Dept. _____
 Water Dept. _____
 Planning Board _____
 Garage/ storage _____ sq. ft.
 porch / deck _____ sq. ft.