

THE FOLLOWING ITEMS ARE REQUIRED TO OBTAIN A BUILDING PERMIT FOR NEW HOMES

AND COMMERCIAL BUILDINGS:

1. Plot and lot numbers from the Assessors' office or a current tax bill
2. Plot plan showing the outline of your lot, where the building is located on the lot, and all setbacks (street, rear, and two sides), measured from the furthest protrusion of the building, (stairs, overhangs, bulkhead, etc.).
3. If Town water and/or sewer are available, an approval slip is required from the Water/Sewer Department, 19 County Road, Mattapoisett.
4. If your lot is serviced by a well, see the Board of Health for the location of this well on your property. A building permit may NOT be issued until the well is in place and the water is tested and approved by a water testing laboratory.
5. Written approval from the Board of Health (homes on Town Sewer are exempt).
6. Written approval from the Conservation Commission.
7. Two (2) complete sets of construction plans.
8. REScheck Insulation report. This can be obtained from a general contractor, lumber yard or insulation contractor.
9. Manufacturer's specifications on all LVL beams, trusses, and engineered lumber.
10. Engineers or architects stamped plan for any and all steel beams and any live loads for manufactured lumber.
11. Certificate of insurance made out to the Town of Mattapoisett for Workers Compensation and Liability Insurance. (Homeowners obtaining their own Building Permit are exempt from this process).
12. Copy of Construction Supervisors license.
13. New Construction plans must show any vent free gas appliances **and** the location of the furnace.
14. Written approval from the Fire Department (Commercial Buildings Only).
15. Written approval from the Highway Department.
16. Uniform Fire Protection form for Fire Department approval of smoke, heat, and carbon monoxide detectors.

FLOOD PLAIN DISTRICTS

- 16.)
 - A. First floor elevation including basement and all living spaces must be at the appropriate elevation above mean sea level.
 - B. No utilities may be located below the base flood elevation.
 - C. All construction plans must be certified by a Registered Engineer or architect.

The Building Department will have two copies of construction plans marked with the location of smoke and carbon monoxide detectors. It is important to note that one set of stamped, approved building plans remain on the job site throughout the project.

CHECK OFF-LIST

1. Plot Plan
2. Water/Sewer Department
3. Board of Health (septic system and well, if applicable)
4. Copy of Sewage Disposal Plan (if applicable)
5. Conservation Commission
6. Two (2) sets of construction plans
7. REScheck Insulation report
8. Check made payable to the Town of Mattapoisett for the appropriate fee, (see building department staff for the appropriate amount)
9. Fire Department Approval (Commercial Buildings Only)
10. Highway Department Approval
11. Uniform Fire Protection

NOTE: Plumbing, Gas and Electrical permits are required to be obtained separately from the building department.

NOTE: BUILDING PERMIT APPLICATIONS WILL NOT BE ACCEPTED UNTIL ALL OF THE ABOVE REQUIREMENTS ARE COMPLETE.