

**TOWN OF WESTMINSTER**  
**BUILDING DEPARTMENT**  
 11 South Street · Westminster, MA 01473  
 978-874-7407  
[www.westminster-ma.gov](http://www.westminster-ma.gov)

**Building Permit Application Procedures**  
**For One and Two Family Dwellings**

Applications for a building permit are available at the Building Department or online at Westminster’s web site [www.westminster-ma.gov](http://www.westminster-ma.gov) – (*Building Dept/Downloadable forms*). All building permit applications for new construction must be approved by the Town Planner (and the Planning Board, if applicable), Board of Health, Fire Department, Conservation Commission, Highway Department, Treasurer’s Signature, and lastly, Building & Zoning Commissioner.

**1 Planning Department:**

**Steve Wallace / Town Planner**

**978-874-7414**

Planning Board approval for the lot is required if a larger lot is being subdivided into house lots using existing street frontage. The applicant should coordinate the endorsement of an Approval Not Required Plan (ANR) through the Town Planner. Endorsement of an ANR Plan will be scheduled at a posted Planning Board meeting, after the application is deemed complete by the Town Planner. (See Planner for the Form A application, checklist and filing fees). If the land is subdivided through the Subdivision Control Law, the Town Planner will verify that the lot has been released from the Covenant, and that all of the requirements for building on a lot specified in the Definitive Plan approval and the Subdivision Rules and Regulations have been met. Dimensional requirements are as follows:

ZONE	AREA	FRONTAGE	FRONT YARD	REAR YARD	SIDE YARD
R-I	50,000 sf	150'	25'	20'	15'
R-II	60,000 sf	175'	30'	20'	15'
R-III	86,000 sf	200'	30'	20'	15'

**2 Board of Health:**

**Rita McConville / Health Agent**

**978-874-7409**

Prior to applying for a building permit, there must be an approved septic system designed for the lot, or approval for town sewer tie-in. In addition, there must be an acceptable source of water. Septic design approval and well installations require the following:

- a. Perc testing is done year-round. The fee is \$225 per lot. In case of cancellation, notice must be given to the Health Agent seventy-two (72) hours prior to the scheduled testing to receive a refund.
- b. Three (3) copies of engineered plans of the septic system indicating the well location must be submitted; Fee \$225.
- c. A well application and septic system indicating the well location must be submitted; Fee \$125.

- d. Proof from the Planning Board that the lot(s) has been approved. The plans will then be reviewed within 45 days by the Health Agent.
- e. If the plans are approved the well may be drilled in accordance with town permit requirements.
- f. A well Driller's report and complete water test from a laboratory certified by the State of Massachusetts for all parameters reported.
- g. The building permit application will be signed by the Board upon satisfactory review of the submitted information.

**3. Conservation Commission:**

**Matt Marro / Conservation Agent**

**978-874-7413**

Any construction or work in or within 100 feet of a known or suspected wetland as defined in the Wetlands Protection Act will require filing a Request for Determination of notice of Intent with the Commission; a list of phone numbers is available at the Building Department.

**4. Fire Prevention Office:**

**Interim Chief Kyle Butterfield**

**978-874-2313 x201**

The applicant must submit a floor plan of the dwelling. The electrician should indicate on the plan the locations for smoke and heat detectors prior to approval by Fire Department of the building application. Every building permit application for a new dwelling must be assigned a street number by this office

**5. Highway Department:**

**William Ahearn / Superintendent**

**978-874-5572**

The Highway Department must be notified before any curb cuts are made for a driveway. A driveway permit must be filed prior to building permit being approved. If the lot is located on a state highway, Mass Highway Department must be contacted and an application for access must be filed, 508-754-7204

**6. Accessor's Office:**

**Robin Holm / Accessor**

**978-8747401**

A **Map & Parcel** number of the address can be obtained at the Accessor's office and is required on the Building Permit application, which is also needed before going to the Treasurer's Office.

**7. Treasurer/Tax Collector Department:**

**Melody Smith / Treasurer-Collector**

**978-874-7403**

Before any building permit can be processed, the Treasurer's office needs to sign-off to confirm that there are no liens on the property or taxes due.

## **8. Building Department:**

**Paul R. Blanchard / Building & Zoning Commissioner**

**978-874-7407**

The following is required to be submitted along with the Building Permit application:

- Two (2) detailed sets of building plans drawn to scale. Building plans must include footing, foundation, framing, floor plans and must indicate a solar ready zone (IRC 2015 Appendix U).
- Debris/solid waste disposal form indicating compliance with M.G.L. Ch 40, Section 54
- Commonwealth of Mass State contractor required forms
- Mass Worker's Compensation form
- Energy conservation form (Stretch Code)/Projected HERS rating
- Plot plan

The permit fee will be calculated upon submittal and only check or money order is accepted. The application and plans will be acted on within 30 days after receipt to the Building Department. If plans meet the requirements of the Massachusetts Building Code and the Westminster Zoning By-Laws the application will be approved and the permit will be processed. You will receive the permit and a stamped/signed set of plans that must be kept at the job site location. If there is insufficient information for approval, the applicant shall make the necessary revisions to comply with the above referenced code and by-laws, and resubmit the application. Additionally, the applicant is responsible for obtaining plumbing, gas, electrical and mechanical contractors and permits must be obtained by those licensed contractors through the Building Dept.

# CHECKLIST

~ Required items to be on house plans ~

Unless otherwise referenced all codes IRC 2015 & Mass Amendments 9<sup>th</sup> Edition

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- Window glazing in each room to be 8% of floor area (R303.1)
- Ventilation area for each room (window openings) to be 4% of floor area (R303.1)
- A copy of the builder's CSL License & HIC registration to accompany application (110R5)
- Girder spans and column spacing must meet requirements of (Tables: R602.7(1), R602.7(2), R602.7(3))
- Egress required; two (2) means of egress located as remotely from each other as practical. (R311.1)
- Foundation details: (R401.1 Application)
  - a. Concrete no less than 2,500 P.S.I. (Table R402.2)
  - b. Footings to be cast on undisturbed soil (R403.1)
  - c. No concrete to be poured with temperatures below 32 degrees
  - d. Form spreading ties to be broken off & filled with hydraulic cement
  - e. Perimeter drains required
- Header spans & number of Jack Studs required (Table R502.5(1) & R502.5(2))
- Emergency egress in sleeping rooms requires minimum area of 3.3 sq. ft. with a minimum height of 24" and minimum width of 20" (R310.1.1, .1.2 & .1.3)
- Stairway details, All stairs (R311.7):
  - a. Minimum Clear Headroom; 6 feet 8 inches (R311.7.2)
  - b. Maximum Riser Height; 8.2 inches (R311.7.4.1)
  - c. Minimum Tread width; 9 inches (R311.7.4.2)
  - d. The greatest riser height within any flight of stairs shall not exceed the smallest by more than 3/8 inches (R311.7.3.1)
  - e. Handrails shall be provided on at least one side of the flight of stairs (R311.7.7)
  - f. Guards are required on all open sides of stairs with a height between 34 inches & 38 inches and guards are also required on open side of porches, balconies or floor surfaces located more than 30 inches above the floor or grade below and guard must be not less than 36 inches in height (R312.1 & R312.2)
- Fire Protection:
  - a. Attached garages and carports (R309): Garage entry ways to the house must be rate for 20 minutes and labeled (R302.5). Not less than one (1) layer of 5/8 inch type X board for separation from garage to house (R309.2). Floor surface must be approved noncombustible surface (R309.3).
  - b. Fire-blocking (R302.11):
    1. Vertically at ceiling & floor levels at structural intersections
    2. In concealed walls along the stair stringers and at bottom and top risers
    3. At openings around vents, pipes, ducts & wirers at ceiling and floor level, with approved materials to resist the free passage of flame and products of combustions.

c. Chimneys (6001.16):

1. No structural framing members to be within 2 inches of Masonry chimney and 6 inches of a rated metal chimney. (M1803.3.1(2), R1001.11, R1003.18, Fig. 1001.11)
2. All spaces between chimneys and floors and ceilings through which chimneys pass shall be fire-blocked with non-combustible material securely fastened in place.

- All Building Permit Applications for new construction or additions, which will change the perimeter dimensions of the structure, require a plot plan to be submitted with the application. (R106.2)
- Lost permit cards will require a fee from the Building Department for a replacement.
- All work to be done requiring a building permit must be done in a workman-like manner (R117.1)
- Provide Guards (R312.1). All work at the site must be kept free of debris (R408.5), to accommodate inspections.
- Building Department can impose additional fees for inspections called for but not ready (R108.4).
- All signatures from inspectors, departments and commissions, must be done before a request for Occupancy (R110.3)
- Attic Access: Opening shall be no less than 22" x 30", with unobstructed headroom of 30" (R807.1)
- Roof Ventilation: 1 square foot of clear ventilation for every 150 square feet of attic area to be ventilated. If a vapor barrier is used then the ratio is 1 in 300 (R806.2).
- Exterior Wind Wash Barrier (Eave Baffle) is required to be installed where the rafters and ceiling joist meet the top exterior wall plate (R402.2.3).
- Energy Efficiency: Meeting or exceeding the requirements under Stretch Code Appendix 115.AA or better in walls, **NOT R-19** (IECC Table 402.1.2).
- Geotechnical Evaluation of Soils: (R401.4.1)
- Braced Wall Panel Construction Method for walls with large openings such as garages (602.10 through 602.10.11.3)
- Solar Ready IRC 2015 Appendix U
  1. Show true north and building with ridge on plot plan
  2. Show conduit or plumbing pathways on all levels to electrical panel
  3. Allow space for dual pole circuit breaker for "future solar electric"
  4. Permanent construction document indicating solar ready zone