

# WESTMINSTER BUILDING DEPARTMENT

11 South Street, Westminster, MA 01473

Telephone

(978) 874-7407

## Building Permit Applications

### Procedure to follow for One and Two Family Dwellings

Applications for a building permit are available at the Building Department. A solid waste disposal form indicating compliance with M.G.L. Ch. 40, Section 54, and a workers' compensation form should be attached to the application. All building permit applications for new construction must be approved by the Zoning Officer who is the Building Commissioner, then the Planning Board if applicable, Board of Health, Fire Department, Conservation Commission, Highway Department, and lastly, Building Department.

1. Zoning Department – Michael A. Gallant, (978) 874-7407 - The building permit application and a plot plan must be submitted indicating the location of the dwelling and setbacks from the front, side, and rear lot lines. This approval should be prior to other approvals so that the applicant can be assured that both the lot and structure conform to the Town of Westminster Zoning By-laws.

2. Planner – Steve Wallace, (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'

3. Board of Health - (978) 874-7409 – Wibby Swedberg, Health Agent, and Joyce Lucander, Administrative Assistant. 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 \$175. 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. (\$150.)
- c. A well application and septic system plan must be submitted. (\$80.)
- 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.

4. Conservation Commission – Bob Maki, (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. Forms are available from the Town Clerk. Questions should be directed to members of the Conservation Commission; a list of phone numbers is available at the Building Department.

5. Fire Prevention Office – Captain Kevin Nivala, - (978) 874-2313 X232. 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 permit application. Every building permit application for a new dwelling must be assigned a street number by this office.

6. Highway Department - Will 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 must be contacted and an application for access must be filed (508) 754-7204.

7. Building Department – Michael A. Gallant, (978) 874-7407- Three (3) detailed sets of building plans drawn to scale along with the building permit application must be submitted. Building plans must include footings, foundation, framing, and floor plans. A debris form, a worker’s compensation form and an energy conservation form (MECcheck) must be submitted with the application and plans.

The application and plans will be acted on within 30 days of submittal to the Building Department. If the plans meet the requirements of the Massachusetts State Building Code and the Westminster Zoning By-Laws the application will be approved and the fee determined. Upon receipt of the fee, a building permit card will be issued. 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 applications. Additionally, the applicant is responsible for obtaining plumbing, gas, and electrical permits if applicable.

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