

# NEW DWELLING PACKAGE

Applications for building permits will be reviewed when a complete application package is received by the Inspector of Buildings. It is the applicant's responsibility to demonstrate that the lot is buildable and to guide the permit application through the appropriate departments (see Department Routing Guide). If you submit an incomplete application package, your application will be returned without review. The Inspector of Buildings is required by law to act on each complete application within 30 days. Under normal conditions applications are reviewed within a week or so.

A completed application package includes the following:

1. Completed application form which includes Sections 1 through 4, 10 and 11 must be filled out.

*This application must be signed by all departments. (See Routing Guide attached)*

2. Proposed Plot Plan, showing proposed location of dwelling, decks, stairs, chimney, overhand, etc. The Fire Department must stamp and sign off on all hammerhead plot plans. (These plot plans must be scaled and show the nearest hydrant.)

*Be mindful of all setback requirements. It is your responsibility to ensure that the final structure complies with all zoning requirements.*

3. Photocopy of Builder's License and a completed Worker's Comp. Affidavit, signed and dated.
4. If you are acting on behalf of the owner, the owner must sign in the appropriate place on the building permit application or on an Owner's Authorization Form.
5. One set of drawings\* - stamped by the Fire Department.  
(No drawings larger than 11 x 17 inches)

*A copy must be present on site from foundation to final. If these drawings are not available, the framing inspection will not be done.*

*\*For unusual, special or complex construction or materials, supporting documentation (ie, engineer's stamp or manufacturer's engineering calculation sheet) will be required. Examples: laminated veneer lumber, cathedral ceilings, glue lams, steel.*

6. Signed Appendix J - Energy Code.

**OCCUPANCY PERMITS:** An application for Occupancy will be issued along with the Building Permit. After all final inspections are completed, the appropriate departments must sign off and Board of Health, Planning, Conservation and Engineering must sign off on the certified plot plan. This application is then submitted along with a certified plot plan to the Inspector of Buildings for his approval. Certified plot plans must show all exterior elements - steps, deck, chimney, overhang, etc.

**A certified plot plan must be submitted prior to the final inspection.**



# TOWN OF WILMINGTON

## BUILDING PERMIT APPLICATION – ROUTING GUIDE

This checklist can be used as a guide to routing your building permit application for Town Department signatures (on the back of the building permit application). **Prior to requesting signatures, please visit the Building Department for submission requirements and complete Sections 1-4, 10 and 11 of the application.** Please be sure to include all appropriate plans and documents with the application, or review time will increase. All necessary Board/Commission approvals should be granted prior to routing the Building Permit Application.

Generally, Town Department signoffs are recommended to occur in this order:

- ☐ **TREASURER:** confirms that all taxes have been paid for the property. This must be signed before any other signatures from departments.
- ☐ **ASSESSOR:** assigns new addresses and parcel numbers to new parcels and new dwellings.
- ☐ **TOWN ENGINEER:** Initials - SECTION 1.4 – Official Map status.
- ☐ **ZONING – THIS APPROVAL MUST BE OBTAINED BEFORE ANY FURTHER SIGNATURES FROM DEPARTMENTS.**
- ☐ **BOARD OF HEALTH:** reviews and approves septic systems. Systems must be designed with appropriate sizing and setbacks. Board of Health approval must be granted prior to signature.
- ☐ **FIRE DEPARTMENT (1 Adelaide Street – 978-658-3346):** reviews plans for fire protection. Plans for residential new construction or significant remodels shall include location of fire protection devices for Fire Department review. Stamped plans are required for new commercial buildings, fit-ups or significant renovations. Plans submitted for installation or modification of a Fire Protection System may require a stamp by a licensed fire protection engineer. Submission of a narrative describing the scope of work may be required as well as hydraulic calculation sheets relative to sprinkler system installations or expansions.
- ☐ **PLANNING & CONSERVATION:** reviews plans for compliance with Planning Board and Conservation Commission approvals, issues stormwater management permits, reviews plans for compliance with wetland resource area regulations, and issues wetland permits. Prior to submitting a building permit application, please review any applicable Planning Board Decision and/or Order of Conditions from the Conservation Commission to make sure that all conditions of approval are addressed on the plans. Stormwater management permits are required for any disturbance of land unless specifically exempted by the Town's Stormwater Management Bylaw. Plan review time will depend on the complexity of the project.
- ☐ **DPW ENGINEERING DIVISION:** reviews plans for stormwater compliance, utilities, roadway improvements, general site design practices, and official map status. Plan review time will depend on the complexity of the project. At a minimum, 24-hour notice is required prior to sign-off by the Town Engineer. The Applicant must submit a copy of a proposed site plan or plot plan with the building permit application. The plan(s) must include detail regarding existing and proposed topography, building footprint, driveway location, building/dwelling features (i.e. exterior stairs, decks, bulk-heads,

patios, walkways), subsurface soil conditions (i.e. estimated water table elevation and texture), existing and proposed utility locations (i.e. water, sewer, gas, electric) and drainage. Any old infrastructure to be abandoned should also be shown on the plan (i.e. meter pits, etc). The plan must also include the building footprint setback distances from all property lines. Any existing and proposed easements must also be included on the plan or properly referenced on the plan. The Engineering Division may require sight distance measurements at driveway entrances for properties located on major roadways.

**☐ DPW HIGHWAY DIVISION (115 Andover Street – 978-658-4481)**

Engineering Division review and signoff is required prior to Highway Division signoff. At a minimum, 24-hour notice is required prior to sign-off by DPW or assignee. The Applicant must submit a copy of a proposed site plan or plot plan with the building permit application. The plan must include the information described above (refer to “ENGINEERING DIVISION” requirements. In addition, any proposed tree removals with a diameter at breast height of 4 inches or greater must be shown on the plan (these may require an additional permit depending on location and health of the tree). Any proposed work with the Right of Way will require a Road Opening Permit. The Road Opening Permit does not need to be approved prior to issuance of a building permit, but must be in-hand prior to performing the work in the Right of Way.

**☐ DPW WATER & SEWER DIVISION (115 Andover Street – 978-658-4711)**

Engineering Division review and signoff is required prior to Water & Sewer Division signoff. At a minimum, 24-hour notice is required prior to sign-off by DPW or assignee. The Applicant must submit a copy of a proposed site plan or plot plan with the building permit application. The plan must include the information described above (refer to “ENGINEERING DIVISION” requirements. Although not required for the building permit approval, prior to starting any water and/or sewer service connection job, owner or his agent will be required to:

- a. Fill out the Service Installation Form provided by the Water & Sewer Division
- b. Pay the utility connection fee as determined by the Water & Sewer Division

In addition, a Road Opening Permit will be required if the proposed water and/or sewer work is within the Right of Way. The Road Opening Permit does not need to be approved prior to issuance of a building permit, but must be in-hand prior to performing the work in the Right of Way.

Once completed, building permit applications should be submitted to the Building Department, Room 5, Wilmington Town Hall, 121 Glen Road, Wilmington MA 01887.