



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.

To expedite review, dropping off copies of plans at the Engineering Division and the Department of Planning & Conservation is recommended as a first step. Unless otherwise noted, Departments are located in Wilmington Town Hall, 121 Glen Road.

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

- ☐ **TREASURER:** confirms that all taxes have been paid for the property.
- ☐ **ASSESSOR:** assigns new addresses and parcel numbers to new parcels and new dwellings.
- ☐ **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. Projects utilizing municipal sewer not require Board of Health approval.
- ☐ **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.