

* Do I need any special licenses to do work on my own home?

The Massachusetts State Building Code requires that a *Construction Supervisor Licensee be responsible to supervise the construction, reconstruction, alteration, repair, removal or demolition involving any activity regulated by any provision of the Building Code.* While we encourage the use of Construction Supervisors on all projects, homeowners are allowed to assume that responsibility for projects on their own homes. An affidavit to waive this requirement is required and is available.

* What is a Home Improvement Registration?

This is a program wherein contractors who *offers to undertake, or submits a bid for residential contracting work as defined in 780 CMR R6 and MGL c. 142A and such work for each project is in a total amount in excess of \$1000 is required to be registered* in accordance with the above MGL. This program was started to provide some protection for homeowners in case of default or breach of contract. Again while we strongly encourage the use of registered contractors, affidavit's to waive this requirement are available.

When is a building permit required?

Building Permits are regulated by the Massachusetts State Building Code (780 CMR), which states: “ *It shall be unlawful to construct, reconstruct, alter, repair, remove or demolish a building or structure; or to change the use or occupancy of a building or structure; to install or alter any equipment for which provision is made or the installation of which is regulated by 780 CMR without first filing a written application with the building official and obtaining the required permit therefor.*”

How long does it take to get a building permit?

Once all of the required documents are submitted, the building official has 30 days to review and issue a permit or return for more information. The goal of the Tewksbury Building Department is to issue permits within 7 days, provided of course that all the necessary information has been submitted.

GUIDELINES TO OBTAINING A RESIDENTIAL BUILDING PERMIT



Tewksbury Building Department

**999 Whipple Road
Tewksbury, MA 01876**

**Ph: 978-640-4430
fax: 978-640-4434**

**e-mail:
building@tewksbury-ma.gov
www.tewksbury-ma.gov**

**Hours: Monday–Thursday 8:00 – 4:00
Friday 8:00 - NOON**

**Building Commissioner/
Sealer of Weights and Measures**

Edward P. Johnson

INFORMATION NEEDED:

NEW CONSTRUCTION (RESIDENTIAL)

- Completed Building Permit Application
- Certified Plot Plan
- Copy of Contractor Supervisor License (CSL) or Homeowner Affidavit
- Workers Comp Affidavit and General Liability Insurance
- 3 Sets of Building Plans (Must be Stamped by the Fire Department) including any engineer calculations
- Copy of Contract
- Trash Disposal Form
- Energy Compliance Calculations (Mass Check)
- Town Department Sign Offs – Assessors, Water, Sewer or Health, Community Dev., Conservation
- Electric, Plumbing and Gas

ROOFING, SIDING, WOOD/PELLET STOVE, INTERIOR RENOVATIONS

- Completed Building Permit Application
- Copy of CSL & Home Improvement Contractor (HIC) Registration or Homeowner Affidavit
- Workers Comp Affidavit and General Liability Insurance
- Copy of Contract
- Trash Disposal Form
- Electrical Permit (Siding Only)
- Manufacture's Instructions (Wood OR Pellet Stove)
- Floor Plans, Layout of Work (Non Structural)
- Framing Plans if Structural including any engineer calculations.
- If Bedrooms (Fire Department/BOH Signoffs Req'd)

RESIDENTIAL ADDITIONS

- Completed Building Permit Application
- Certified Plot Plan
- Copy of CSL & HIC or Homeowner Affidavit
- Workers Comp Affidavit and General Liability Insurance
- 3 Sets of Building Plans (Must be Stamped by the Fire Department) including any engineer calculations
- Copy of Contract
- Trash Disposal Form
- Energy Compliance Calculations (Mass Check)
- Town Department Sign Offs – Sewer or Health, Community Dev., Conservation
- Electric, Plumbing and Gas

RESIDENTIAL DECK OR SHED

- Completed Building Permit Application
- Certified Plot Plan
- Copy of CSL & HIC or Homeowner Affidavit
- Workers Comp Affidavit and General Liability Insurance
- 2 Sets of Building Plans (Deck) OR Brochure
- Copy of Contract
- Trash Disposal Form (Deck Only)
- Town Department Sign Offs – Sewer or Health, Conservation

RESIDENTIAL POOL (Above and In ground)

- Completed Building Permit Application
- Certified Plot Plan
- Copy of HIC or Homeowner Affidavit
- Workers Comp Affidavit and General Liability Insurance
- 2 Sets of Building Plans (In Ground) OR Brochure (Above Ground)
- Copy of Contract
- Town Department Sign Offs – Sewer or Health, Conservation
- Electrical Permit
- Security Fencing Plan (CMR 421.10.1)
- Certified AS-BUILT Plot Plan Required Prior to Final Inspection (In-Ground Pool ONLY)

NOTE: The above information is a guideline. Additional information may be required specific to your project.