



**TOWN OF TEWKSBURY  
OFFICE OF BUILDING COMMISSIONER  
APPLICATION FOR RESIDENTIAL BUILDING PERMIT ONLY**

<b>PERMIT #:</b>		<b>DATE RCVD:</b>	<b>DATE ISSUED:</b>
<b>MAP #:</b>	<b>LOT/UNIT #:</b>		<b>ZONING DIST:</b>
<b>ADDRESS:</b>			
<b>PROPERTY OWNER:</b>			<b>PHONE #:</b>
<b>PROPERTY OWNER ADDRESS: (If Different From Above)</b>		<b>TENANT NAME:</b>	
<b>CONTRACTOR:</b>			
<b>ADDRESS:</b>			<b>PHONE #:</b>
<b>CSL #:</b>			<b>EXP. DATE:</b>
<b>HIC #:</b>			<b>EXP. DATE:</b>
<b>PROPOSED USE:</b>	<b>Email Address of Responsible Party:</b> _____		
<b>NEW</b>	<b>ADDITION</b>	<b>ALTERATION</b>	<b>DEMO</b>
			<b>ROOF</b>
			<b>DECK</b>
			<b>POOL</b>
			<b>SHED</b>
			<b>SIGN</b>
<b>TENANT FITUP</b>	<b>WOOD/PELLET STOVE</b>	<b>VINYL SIDING</b>	<b>FAMILY SUITE</b>
			<b>OTHER</b>
<b>DESCRIPTION OF WORK:</b>			
<b>SEWER OR SEPTIC?:</b>		<b>MUNICIPAL WATER OR WELL:</b>	
<b>BOARD APPROVALS:</b>		<b>BOARD OF APPEALS:</b> _____	
<b>CONSERVATION:</b> _____		<b>SPSP/USP:</b> _____	<b>HEALTH:</b> _____
<b>Project Cost \$:</b>			
Owner/Agent hereby certifies that the information contained in the foregoing application is a true and accurate description of the proposed work.			
<b>Signature of Agent/Owner:</b> _____		<b>Signature of Contractor:</b> _____	
<b>▼ FOR OFFICE USE ONLY ▼</b>			
<b>INSPECTORS COMMENTS:</b>			
			<b>Inspectors Signature:</b>
<b>FEE \$:</b>	<b>Inspectors Evaluation:</b>		<b>CHECK # OR CASH:</b>

**NOTE: Persons contracting with unregistered contractors do not have access to the guaranty fund.**

# **BUILDING DEPARTMENT**

The following is a list of the required forms to be filled out for the appropriate permit to be obtained.

## **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 (HERS)
- Town Department Sign Offs – Assessors, Water, Sewer or Health, Community Dev., Conservation
- Electric, Plumbing and Gas

## **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 (Per ISPCS)
- Certified AS-BUILT Plot Plan Required Prior to Final Inspection (In-Ground Pool ONLY)

## **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)
- Manufacturer's Instructions (Wood/Pellet Stove)
- Floor Plans, Layout of Work (Non Structural)
- Framing Plans if Structural including any engineer calculations.
- If Bedrooms (Fire Department/BOH Sign-offs Req'd)

## **NOTE: REQUIRED TO BE WRITTEN ON ALL PERMITS:**

- **Identify & Describe the Work**
- **Indicate the Use and Occupancy**
- **Construction documents w/Clarity to Issue Permit**
- **Valuation of Total Work Being Done**
- **Signature of Owner or Owner's Agent on Application**

## **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