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

<table>
<thead>
<tr>
<th>PERMIT #:</th>
<th>DATE RCVD:</th>
<th>DATE ISSUED:</th>
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<tr>
<th>MAP #:</th>
<th>LOT/UNIT #:</th>
<th>ZONING DIST:</th>
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**ADDRESS:**

**PROPERTY OWNER:**

**PHONE #:**

**PROPERTY OWNER ADDRESS:**
(If Different From Above)

**TEenant NAME:**

**CONTRACTOR:**

**ADDRESS:**

**PHONE #:**

**CSL #:**

**EXP. DATE:**

**HIC #:**

**EXP. DATE:**

**PROPOSED USE:**

Email Address of Responsible Party:

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<tr>
<th>NEW</th>
<th>ADDITION</th>
<th>ALTERATION</th>
<th>DEMO</th>
<th>ROOF</th>
<th>DECK</th>
<th>POOL</th>
<th>SHED</th>
<th>SIGN</th>
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<tr>
<th>TENANT FITUP</th>
<th>WOOD/PELLET STOVE</th>
<th>VINYL SIDING</th>
<th>FAMILY SUITE</th>
<th>OTHER</th>
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**DESCRIPTION OF WORK:**


**SEWER OR SEPTIC?:**

**MUNICIPAL WATER OR WELL:**

**BOARD APPROVALS:**

**BOARD OF APPEALS:**

**CONSERVATION:**

**SPSP/USP:**

**HEALTH:**

Project Cost $:

Owner/Agent hereby certifies that the information contained in the foregoing application is a true and accurate description of the proposed work.

**Signature of Agent/Owner:**

**Signature of Contractor:**

▼ FOR OFFICE USE ONLY ▼

**INSPECTORS COMMENTS:**


**Inspectors Signature:**

**FEE $:**

**Inspectors Evaluation:**

**CHECK # OR CASH:**

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

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)
- Manufacturers’ 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)

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: 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