

# BUILDING PERMIT APPLICATION INSTRUCTIONS

*Applicant/builder needs to be aware that not all roads in the TOWN OF NORTHFIELD are maintained year round. It is the applicant/builder's responsibility to assess if the CURRENT condition of the road is adequate for their needs before building.*

If applying for a building permit which will create a need for a new or rebuilt septic system, OR if additional living space is being created to existing structure, contact the local Board of Health for their signature on this application.

A source of potable water is required prior to the issuance of building permits for all buildings requiring use of water. Contact the local Board of Health prior to drilling the well; their approval signature is required on this application.

Plans for all new construction involves a new driveway or entrance upon a public way, or, if driveway is existing but never approved, the signature of the Highway Superintendent will be required on this application.

Conservation Commission must sign this application if any excavation is to take place within 100' of a wetland or 200' of the high water mark of any river or stream.

All applicants for new dwellings and large commercial projects must be accompanied by a site plan prepared by a Professional Land Surveyor or a Professional Engineer (in the field of surveying), both being licensed in Massachusetts, with reference made to the original recorded survey noted on the plan. **SITE PLAN TO BE WET STAMP (NOT A COPY)**

The site plan must show all areas of the lot to be impacted by construction, including new and existing building, wells, driveways, streams, ponds, wetlands, etc. The plan shall show that the proposed construction will comply with all applicable zoning regulations regarding frontage, lot size, yard size, setbacks to lot lines, driveways/grades, etc. Other projects may be required to submit site plans, if deemed necessary by this office upon review of the application.

Submit two sets of detailed plans showing floor plan, elevation and cross section.

If electrical work or plumbing/gas is involved, contact the local Electrical and/or Plumbing/Gas Inspectors for the required permits. Evidence of these inspections will be required by this office prior to issuance of a Certificate of Use and Occupancy, which will be issued upon full completion of project.

Contractor must submit a copy of his Construction Supervisors License & Home Improvement Contractors Registration with application.

Section 110.5 of the Mass Bldg Code requires every application to be signed by the owner of the property, or, by an authorized agent. If it is signed by an agent, a contract signed by the owner, or a letter of authorization, must accompany the application.

In accordance with MGL C. 142A, the Home Improvement Contractor must complete the Contractor Affidavit.

**NO WORK SHALL COMMENCE UNTIL THE PROPER PERMIT HAS BEEN OBTAINED AND DISPLAYED ON SITE.**

## Town of Northfield Building Permit Fee Schedule



**Revised and Selectboard Approved April 27, 2021**

Value of Project: In order to keep the fees equitable, the cost of construction is determined by the following scale. This valuation does not affect taxation by your Assessors.

|                                                                              |                                   |
|------------------------------------------------------------------------------|-----------------------------------|
| All new construction for dwelling units/additions                            | \$200/sq. ft                      |
| Sunrooms                                                                     | \$100/sq. ft                      |
| Basement renovations                                                         | \$75/sq. ft                       |
| Residential accessory buildings & non-living space                           | \$100/sq. ft                      |
| Residential garages                                                          | \$50/sq. ft                       |
| Conversion of non-residential space to living space                          | \$120/sq. ft                      |
| Agricultural barns                                                           | \$50/sq. ft                       |
| Commercial/Industrial new constructions/additions                            | \$275/sq. ft                      |
| Commercial accessory buildings & unfinished space                            | \$100/sq. ft                      |
| Pre-engineered metal commercial buildings                                    | \$150/sq. ft                      |
| Conversion of non-commercial/industrial space to commercial/industrial space | \$175/sq. ft                      |
| Solar Installation                                                           | \$6/Thousand of value (min. \$55) |

If the project is not related to new square feet, the fee will be based upon a sound estimate of the cost of construction.

Fees: Once the cost of construction is determined the fee is based on \$6 per 1,000 of value. There is a minimum permit fee of \$55.

**ANY WORK COMMENCED PRIOR TO PERMIT ISSUANCE WILL BE ASSESSED AN ADMINISTRATIVE FEE EQUAL TO THE PERMIT FEE.**

### Other Fees:

|                                                               |                   |
|---------------------------------------------------------------|-------------------|
| Above-ground pools                                            | \$55              |
| In ground pools                                               | \$100             |
| Change of Use (no structural removal)                         | \$55              |
| Chimney and/or Solid Fuel Burning Appliance                   | \$55 ea.          |
| Residential roofing, siding, windows                          | \$55 ea. category |
| Replacement of Permit Card or Certificate of Occupancy        | \$10              |
| Stop Work Order (to post or to remove)                        | \$55              |
| Re-inspection fee                                             | \$30 ea. visit    |
| Signs                                                         | \$55              |
| Fire/natural disaster repairs/reconstruction for 1 & 2 family | \$55              |
| Demolition (all)                                              | \$55              |
| Temporary tents                                               | \$30              |

Date: \_\_\_\_\_

Commonwealth of Massachusetts

Permit # \_\_\_\_\_

**TOWN OF NORTHFIELD**  
**BUILDING PERMIT APPLICATION**

Fee \$ \_\_\_\_\_

*Applicant/builder needs to be aware that not all roads in the TOWN OF NORTHFIELD are maintained year round. It is the applicant/builder's responsibility to assess if the CURRENT condition of the road is adequate for their needs before building.*

Location of Building: \_\_\_\_\_  
(Street and Number)

Circle Side of Street:    N   S   E   W      Nearest Intersecting Street: \_\_\_\_\_

**CHECK APPROPRIATE DESCRIPTION OF  
STRUCTURE OR USE:**

- ☐ ONE-FAMILY RESIDENCE
- ☐ TWO-FAMILY      ☐ MULTI-FAMILY
- ☐ ADDITION
- ☐ GARAGE
- ☐ BARN                      ☐ STORAGE SHED
- ☐ POOL ABV-GRND      ☐ INGROUND
- ☐ SOLAR HEAT              ☐ SUNROOM
- ☐ INT/EXT STRUCTURAL RENOVATIONS
- ☐ DEMOLITION
- ☐ CHG OF USE OR OCCUPANCY/EXPLAIN:  
\_\_\_\_\_  
\_\_\_\_\_

☐ OTHER: EXPLAIN \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FOR ALL NEW RESIDENTIAL STRUCTURES:**

Is there a source of potable water on the site?  
\_\_\_\_\_ Source? \_\_\_\_\_

Will the sewage disposal system be:

☐ PUBLIC                      ☐ PRIVATE

Is structure to be Residential, Commercial or  
Industrial? \_\_\_\_\_

Estimated Cost: \$ \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Sq. Ft. Floor Space – Living  
\_\_\_\_\_ Sq. Ft. Floor Space – Other  
\_\_\_\_\_ Total Height of Structure  
\_\_\_\_\_ # of Occupants  
\_\_\_\_\_ # of Parking Spaces Provided

**OWNER INFORMATION**

Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Mailing Address:  
Street: \_\_\_\_\_  
Town: \_\_\_\_\_  
State/Zip: \_\_\_\_\_

Builder's Name: \_\_\_\_\_  
Address: \_\_\_\_\_

License #: \_\_\_\_\_ Phone: \_\_\_\_\_

The owner of this building and the undersigned,  
agree to conform to all applicable laws of the town  
and state.

**SIGNATURE OF OWNER OR AUTHORIZED  
AGENT:**

Address: \_\_\_\_\_  
\_\_\_\_\_

|

PROVIDE AN INFORMAL PLOT PLAN IN THE SQUARE BELOW INDICATING THE FOLLOWING:

1. Location of existing structures on the lot.
2. Proposed location of the new structure, addition, etc., and its distance from lot lines.
3. Location of all wetlands or streams and their distance from the new structure, addition, etc.

|                 |           |
|-----------------|-----------|
|                 |           |
| Name of Street: | Frontage: |

Building Lot Size (Acres or Sq. Ft.): \_\_\_\_\_

Building will be how near the street line? \_\_\_\_\_

Building will be how near the line of adjoining lots? (From street looking at lot):  
 Right \_\_\_\_\_ Left \_\_\_\_\_ Rear \_\_\_\_\_

Are you building in a flood plain? \_\_\_\_\_ If so, indicate flood zone and elevation data:

Will any portion of the construction be taking place within 100' of a wetland or 200' from a stream (includes excavation or other earthwork?)

\_\_\_\_\_  
 If so, or if you are not sure, contact your local Conservation Commission.

|                                                                      | Signatures of Local Compliance | Title                 |
|----------------------------------------------------------------------|--------------------------------|-----------------------|
| 1. Smoke Detection System Approved                                   | _____                          | Fire Chief            |
| 2. Approval of Perk Test, Septic Design, and water test, if required | _____                          | Board of Health       |
| 3. Complies with local Zoning Bylaws                                 | _____                          | Building Commissioner |
| 4. Approval of Nfld Building Inspector                               | _____                          | Building Commissioner |
| 5. Approval of Highway Superintendent                                | _____                          |                       |
| 6. Conservation Commission, if required                              | _____                          |                       |

OWNER: \_\_\_\_\_ SPECIFICATION SHEET – ATTACH (3) SETS OF PLANS

## FOUNDATION

Footing Size \_\_\_\_\_ X \_\_\_\_\_ Depth Below Grade \_\_\_\_\_  
Foundation Wall Type \_\_\_\_\_ Thickness \_\_\_\_\_ Height \_\_\_\_\_  
Foundation Insulation Type \_\_\_\_\_ Thickness \_\_\_\_\_  
Foundation Coating Type \_\_\_\_\_ Drainage \_\_\_\_\_

## FRAMING DIMENSIONS

Lumber Grade \_\_\_\_\_ Specie \_\_\_\_\_  
Carrying Beam Type \_\_\_\_\_ Size \_\_\_\_\_ Max Span \_\_\_\_\_  
Column Size \_\_\_\_\_ Type \_\_\_\_\_  
Max Distance Between Columns \_\_\_\_\_  
Joist – First Floor \_\_\_\_\_ X \_\_\_\_\_ O/C \_\_\_\_\_ Span \_\_\_\_\_  
Joist – Second Floor \_\_\_\_\_ X \_\_\_\_\_ O/C \_\_\_\_\_ Span \_\_\_\_\_  
Joist - Ceiling \_\_\_\_\_ X \_\_\_\_\_ O/C \_\_\_\_\_ Span \_\_\_\_\_  
Studding Bearing \_\_\_\_\_ X \_\_\_\_\_ O/C \_\_\_\_\_  
Studding Other \_\_\_\_\_ X \_\_\_\_\_ O/C \_\_\_\_\_  
Roof Rafters \_\_\_\_\_ X \_\_\_\_\_ O/C \_\_\_\_\_ Horiz. Span \_\_\_\_\_  
Roof Pitch \_\_\_\_\_ in \_\_\_\_\_

IF TRUSSES ARE TO BE USED PLEASE FURNISH DESIGN ON SEPARATE SHEET.

Sheathing: Floors \_\_\_\_\_ Walls \_\_\_\_\_ Roof \_\_\_\_\_  
Roofing Type \_\_\_\_\_ Weight/100 sq. ft. \_\_\_\_\_

## INSULATION

Type \_\_\_\_\_  
R-Rating or Thickness: Walls \_\_\_\_\_ Floor \_\_\_\_\_ Ceiling \_\_\_\_\_  
Vapor Barrier Type \_\_\_\_\_  
Method of attic and/or Roof Ventilation \_\_\_\_\_

## FIRE PROTECTION

Type of Heating System(s) \_\_\_\_\_ Fuel \_\_\_\_\_  
Chimney Flue Size \_\_\_\_\_ X \_\_\_\_\_  
Number of Smoke Detectors \_\_\_\_\_  
Method of Fire Protection Between House & Garage \_\_\_\_\_  
Bedroom Escape Window Size \_\_\_\_\_ X \_\_\_\_\_ (Minimum 20x24 Clear Opening)

EXPLANATION OF ANY ITEMS ABOVE:

\_\_\_\_\_  
\_\_\_\_\_  
In accordance with M.G.L. Chap. 59, I hereby acknowledge the Board of Assessors office will receive a copy of the building permit and work performed is subject to an on-site inspection by the Assessors or Property Inspector.

Are you:

- ❖ Building a new home?
- ❖ Planning an addition to your existing home?
- ❖ Installing a driveway?
- ❖ Removing vegetation along the banks of a stream?
- ❖ Grading, filling, excavating, drilling a well or seeking a curb cut?

Before you begin...

- ✓ Is any of the work you are planning to do within 200' of a stream, river, pond or lake?
- ✓ Is ANY of the work you are planning to do within 100' of any other wetland areas, including vernal pools or intermittent streams: (remember, wetland areas may appear dry at certain times of the year; wetland professionals can help you identify these areas by evaluating the plants and soil types present.)
- ✓ Have you checked wetlands maps of the area you are planning to work in?

If you answered yes to any of the questions, please contact the Northfield Conservation Commission at (413) 498-2901 before you begin work. Under Massachusetts state law, work conducted in wetland resource areas must be reviewed and permitted by the local Conservation Commission.

Information can also be found at [www.mass.gov/dep/water/resources/wetlands.htm](http://www.mass.gov/dep/water/resources/wetlands.htm)

When in doubt about your project, please ask- it is far easier for everyone involved to resolve permit issues before work begins.

The Northfield Conservation Commission meets on the third Wednesday of every month at 7:30pm

Thank you for your time, and best of luck with your plans!

**THE NORTHFIELD CONSERVATION COMMISSION**