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 Board of Selectmen Approved June 30, 2015**

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.

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>All new construction for dwelling units/additions</td>
<td>$150/sq. ft</td>
</tr>
<tr>
<td>Sunrooms</td>
<td>$100/sq. ft</td>
</tr>
<tr>
<td>Basement renovations</td>
<td>$50/sq. ft</td>
</tr>
<tr>
<td>Residential accessory buildings &amp; non-living space</td>
<td>$30/sq. ft</td>
</tr>
<tr>
<td>Residential garages</td>
<td>$30/sq. ft</td>
</tr>
<tr>
<td>Mobile Homes</td>
<td>$50/sq. ft</td>
</tr>
<tr>
<td>Conversion of non-residential space to living space</td>
<td>$120/sq. ft</td>
</tr>
<tr>
<td>Agricultural barns</td>
<td>$30/sq. ft</td>
</tr>
<tr>
<td>Commercial/Industrial new constructions/additions</td>
<td>$200/sq. ft</td>
</tr>
<tr>
<td>Commercial accessory buildings &amp; unfinished space</td>
<td>$50/sq. ft</td>
</tr>
<tr>
<td>Pre-engineered metal commercial buildings</td>
<td>$75/sq. ft</td>
</tr>
<tr>
<td>Conversion of non-commercial/industrial space to commercial/industrial space</td>
<td>$110/sq. ft</td>
</tr>
<tr>
<td>Solar Installation</td>
<td>$6/Thousand of value (min. $55)</td>
</tr>
</tbody>
</table>

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:

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

___________________________________________________________

___________________________________________________________

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.

<table>
<thead>
<tr>
<th>Signatures of Local Compliance</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>_______________________________</td>
<td>Fire Chief</td>
</tr>
<tr>
<td>_______________________________</td>
<td>Board of Health</td>
</tr>
<tr>
<td>_______________________________</td>
<td>Building Commissioner</td>
</tr>
<tr>
<td>_______________________________</td>
<td>Building Commissioner</td>
</tr>
<tr>
<td>_______________________________</td>
<td></td>
</tr>
</tbody>
</table>

1. Smoke Detection System Approved
2. Approval of Perk Test, Septic Design, and water test, if required
3. Complies with local Zoning Bylaws
4. Approval of Nfld Building Inspector
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.