

**TOWN OF BRIDGEWATER
INSPECTIONAL SERVICES DEPT.
(508) 697-0904**

OCCUPANCY PERMIT PROCEDURES

Before an Occupancy Permit will be issued, approvals must be obtained from the following departments, where applicable:

BOARD OF HEALTH - Stanley Kravitz, Health Agent (508) 697-0903

The installed on-site septic system must be inspected by the Health Agent and an As-built Plan of the septic system must be submitted to the Health Agent for approval before a Certificate of Compliance is issued. Check with the Board of Health as to the number of plan copies required.

or

SEWER DEPARTMENT - Jonas Kazlauskas (508) 697-0937

If the property is served by Town Sewer, the sewer installation must be inspected and signed off by the Sewer Dept. and Plumbing Inspector. (An As-built Plan prepared by an engineer showing the property, location of building footprint, foundation height, and water and sewer lines must be submitted to the Inspectional Services Dept.)

WATER DEPARTMENT - Joseph Silva, Supt. (508) 697-0910

The Water Department requires that the Builder/contractor apply for water service and obtain a completed installation form from the Water Department Office. A water meter must be installed by a Water Dept. employee before an occupancy permit will be granted

FIRE DEPARTMENT - Roderick Walsh, Chief (508) 697-0900

Smoke detectors - Application and completion papers for smoke detectors must be submitted by the installing electrician.

Oil burners - If the structure has an oil burner, the installer shall submit application and completion papers to the Fire Department.

When paperwork for the above systems has been submitted and the work is ready for inspection, the builder shall notify the Fire Department and arrange for inspection. (To check on status of paperwork, as for Fire Chief's secretary.)

House numbers - All homes must display house numbers in numeral or letter form at least 3" high. Script is not acceptable. If the building is set back on the property, a number mounted on a mailbox or lamppost will be allowed.

PLUMBING/GAS INSPECTOR - Donald Sweetman (508) 697-0905

When plumbing/gas work has been completed, plumber/gasfitter shall notify the inspector's office that the installation is ready for inspection. Completed work must be approved by the Plumbing/Gas Inspector.

- ❑ **WIRING INSPECTOR - Peter Spiro (508) 697-0905**
When electrical work has been completed, electrician shall notify the inspector on Inspection Request Form to arrange for inspection. Completed work must be approved by the Wiring Inspector.
- ❑ **HIGHWAY DEPARTMENT - Andrew Bagas, Supt. (508) 697-0931**
No occupancy permit can be issued for any new building until any required drainage structures have been installed and until any sections of public sidewalks and/or roadway affected as a result of construction have been reconstructed to the satisfaction of the Highway Superintendent and Town Engineer. When driveway and drainage work on the site is completed, applicant must retrieve his original driveway location form from the Building Department and bring it to the Highway Department for final sign-off. The form is then returned to the Building Department.
- ❑ **CONSERVATION COMMISSION - Azu Etoniru, Agent (508) 697-0907**
If the particular plot is subject to an Order of Conditions issued by the Conservation Commission, a Certificate of Compliance must be obtained, or at least a letter from the commission stating that they have no objection to the issuance of the Occupancy Permit prior to final stabilization of the site. This request should be made in writing to the Conservation Commission on their form for this purpose along with the required fee. This should be submitted in ample time to allow for inspection and for the letter to be prepared.
- ❑ **BUILDING INSPECTOR - David Moore, Robert Iafrate (508) 697-0904**
Owner/builder shall arrange with Building Inspector for final inspection of the structure. If the Building Inspector determines that construction has progressed to a point where occupancy may be permitted and approvals have been received from all applicable departments, an Occupancy Permit will be issued upon payment of the Occupancy Permit fee. If the property is on septic system and the as-built plan of the septic does not indicate relationship of the new structure to the lot lines, or if the property is on town sewer, a foundation as-built plan must be submitted to indicate compliance with zoning.

IMPORTANT NOTE: Builders should be sure that all paperwork has been submitted and requests for inspection and approvals have been made **at least seven (7) days prior to the scheduled passing of papers.** (If in doubt as to various approvals received, check with Inspectional Services Dept.)