

NOTES ON SUBMITTING BUILDING PERMIT APPLICATIONS:

New Homes: See Permit Fee Schedule for appropriate permit fee

Lot Release: If the lot is part of a subdivision (private way), the lot must have been released by the Planning Board prior to building permit. If the lot is on a town-accepted way, no lot release is required. If the lot is newly created (not shown on Assessors Map), the plan must be recorded at the Registry of Deeds (by the owner or applicant) prior to the building permit being issued.

Applications must include the following:

Site Plan: Must indicate size of lot, dimensions, distances of structure from lot lines. water line, and sewage disposal. If there is a septic system, the approved septic plan should be submitted with Board of Health Disposal Works Permit cover sheet. If owner's name or installer's name is different from what is shown on BOH form, applicant must get new owner certificate from BOH. Disposal Works Permit date must be no more than 2 years old, otherwise get OK signed by BOH

If property is on Town sewer, the site plan should show the location of the sewer line instead of the septic system, plus all of the above details. Get certification from the Sewer Department that the property can be connected to Town Sewer.

Zoning: If lot size, setbacks, or zoning do not conform to Zoning Bylaws. applicant must seek a variance or Special Permit from Zoning Appeals Board, depending on circumstances. Once the property has been through the process and a variance or special permit has been granted, the applicant must bring in proof that the variance or special permit has been recorded at the Registry of Deeds (otherwise it is not valid) before a Building Permit can be issued.

Trench Permit: Effective March 1, 2009, a trench permit must be obtained as part of the building permit application. A valid Massachusetts hoisting license is required together with the certificate of insurance. Dig Safe number, if applicable, is also required. All Projects which include a foundation, will require a trench permit.

House Plans: House plans should include floor plans, foundation plan and cross section, in addition to site plan. Location of Smoke Detectors and Carbon Monoxide Detectors must be in accordance with all applicable codes and must be indicated on the plans before submission to the Fire Dept. for their review. In addition, the Fire Department recommends Rate of Rise Detectors in the garage area and Heat Detectors in the laundry area.

Driveway: Get sign-off from Highway Department for the driveway location, which should be shown on the site plan. If the roadway is a town-accepted way, the driveway bond money specified on the Driveway Bond Form must be deposited with the Town Treasurer who will sign off on the bond form. This must be signed prior to the building permit being issued. If there is a foundation height waiver, this should be noted under remarks on building permit application.

Conservation: Building Permit application must be signed by the Conservation Commission. In accordance with the Wetlands Protections Act and the Town of Bridgewater Wetlands Bylaw, if there is any construction proposed within 100 feet of wetlands, the applicant will have to file with the Conservation Commission. Furthermore, in accordance with the Rivers Protection Act, any construction within 200 feet of a river is severely restricted.

Flood Zones: New construction is not permitted in designated Flood Zones unless a Special Permit is granted.

Completing the Application

The Building Permit application must include the address of the property, the Assessor's Map and Parcel No. (if a portion of another lot, state Portion of Map...Parcel...). If the owner is not building the house for himself, a contractor should be listed. Include the name, address, telephone number, and construction supervisor license number on the application. Include a photocopy of it with permit application. Also include Workmen's Compensation Insurance certificate or fill out Workmen's Compensation Insurance Affidavit.

All parts of the house should be listed with their dimensions (main house, ell, jog, separate family room, breezeway, mudroom, garage, deck, etc.)
Permit fees will be calculated for each per schedule.

Lot size and distances from lot lines must be specified in the spaces provided. The addition must be at least 20 feet from the side lot line., 30 feet from rear lot line, and 35 to 40 feet from front lot line depending on Zoning District (*If located in "Open Space Development" such as Cobblestone Lane, Harvest Lane, or Pheasant Lane, it needs 12 feet from side, 20 feet from rear, and 30 feet from front.*)

Make sure the Board of Health Permit No. and issue date are listed in the proper place.

If Order of Conditions, Zoning Variance/Special Permit, and/or foundation height waiver are applicable, make sure they are listed under "Remarks" on the permit application.

Commercial and Industrial Projects – See Permit Fee Schedule for appropriate permit fee.

New Commercial/Industrial:

In most cases, Site Plan Approval is necessary prior to issuing the building or permit. Check with the Building Inspector.

Proposed use must conform to zoning requirements or have authorization from Planning Board or Zoning Appeals Board, depending on project. The following requirements must also be fulfilled: Building Permit Application, site plan, floor plans, foundation plan, and cross-section, and mechanical plans, septic or sewer plan, energy conservation forms, fire department approval of fire protection system, driveway approval, proof of recording of Site Plan Approval decision (if applicable) and Conservation Order of conditions (where project is within 100 feet of wetlands). Conservation must sign off on building permit application.

Contractor must have construction supervisor license, liability insurance, and workmen's compensation insurance.

Additions – Commercial/Industrial

If there is a change in use or if more than 6 additional parking spaces are required, the project may need Site Plan Approval process. (Check with Building Inspector) The Fire Department requires plans for the fire protection system. If there is to be a major increase in the occupancy load of the building, the Board of Health should also approve application.

Completing the Permit Application:

The Building Permit application must include the address of the property, the Assessors Map and Parcel No. (If a portion of another lot, state "Portions of Map...Parcel..."). The General Contractor must be listed, along with his address, telephone number, and construction supervisor license number on the application. Include a photocopy of it with permit application. Also include Workmen's Compensation Insurance certificate or fill out a Workmen's Compensation Insurance Affidavit.

On the permit application, all parts of the structure should be listed with their demensions (main building, ell, loading dock, etc.) Along with the Building Permit Application, include site plan, floor plans, foundation plan, cross-section, and mechanical plans, septic or sewer plan, energy conservation forms, fire department approval plan of fire protection system, driveway approval, proof of recording of Site Plan Approval decision (if applicable) and Conservation Order of Conditions (where project is within 100 feet of wetlands). Conservation

Commission must sign off on the building permit application. New construction is not permitted in designated Flood Zones unless a Special Permit is granted.

Major Additions – See Permit Fee schedule for appropriate permit fee.

Additions – Residential

Application must include site plan, floor plans specifying what rooms are to be used for, foundation plan, and cross-section. (If addition is to be insulated, MecCheck must be included.) Location of Smoke Detectors and Carbon Monoxide Detectors must be in accordance with all applicable codes and must be indicated on the plans before submission to the Fire Dept. for their review. In addition, the Fire Department recommends Rate of Rise Detectors in the garage area and Heat Detectors in the laundry area.

If the total number of bedrooms in the homes increase, the permit application must be approved by the Board of Health for septic capacity, unless the property is serviced by Town sewer.

The addition must be at least 20 feet from side lot line, 30 feet from rear lot line, and 35 to 40 feet from front lot line depending on Zoning District, unless exempted under Section 5.11 and 5.12 of the Zoning By-Laws (or if located in AOpen Space Development@ such as Cobblestone Lane, Harvest Lane, Pheasant Lane, it needs 12 feet from side, 20 feet from rear, and 30 feet from front.) Addition must be at least 10 feet from septic tank, 20 feet from leaching field.

Conservation Commission must sign off on the building permit application. The addition may not be built within the 100 foot buffer zone to wetlands unless an Order of Conditions for the additions is recorded at the Registry of Deeds. If the addition will be less than 50 feet from wetlands, a setback variance from Zoning Bylaw Section 8.6 (page8-1) is needed from Zoning Appeals Board and must be recorded unless a Special Permit is granted.

Bring site plan and driveway/construction bond form to Highway Department at 151 High Street for preliminary sign-off. If property is accessed from Town accepted way, you may need to post a construction bond (personal check acceptable) with the Town Treasurer in the amount stipulated by the Highway Department. This must be signed by the Treasurer prior to the building permit being issued. If there is a foundation height waiver, this should be made part of the building permit application.

Construction supervisor license and home improvement registration are required, as well as Workmen's Compensation information

Minor Additions & Structures – See Fee Schedule for appropriate building permit fees.

Alteration: Extent and type of alteration will determine what is needed. Check with Building Inspector.

Garages: Whether garage is attached to house or detached, a site plan is required. Garage must be located at least 20 feet from the side lot line, 30 feet from rear lot line, and 35 to 40 feet from front lot line depending on Zoning District. *(If located in “Open Space Development” such as Cobblestone Lane, Harvest Lane, or Pheasant Lane, it need 12 feet from side, 20 feet from rear, and 30 feet from front.)* Garage must be at least 10 feet from septic tank, 20 feet from leaching field, unless built on slab (see Building Inspector). If driveway is accessed from town-accepted street, applicant must file approval from with Highway Department at 151 High Street.

Conservation Commission must sign off on the building permit application. The garage may not be built within the 100-foot buffer zone to wetlands unless an Order of Conditions for the garage is recorded at the Registry of Deeds. If the garage will be less than 50 feet from the wetlands, a setback variance from the Zoning Bylaws Section 8.6 (page 8-1) is needed from Zoning Appeals board and must be recorded at Registry also. New Construction is not permitted in permitted in designated Flood Zones unless a Special Permit is granted.

Construction supervisor license and home improvement registration are required. Workmen’s Comp. Insurance Form is required. See Fee Schedule for appropriate building permit fee.

Sheds, Gazebos, Screenhouses, etc.:

Fee and required distance from lot lines depends on size of structure. Site plan should be submitted with application. Minimum wetlands setback requirements do not apply to structures that are set on cement blocks above the ground.

Structure totaling 150 square feet in size (length x width or less must be at least five feet from the side and rear lot lines; at least 35 feet from front lot line in Res. C and D; at least 40 feet from front lot lines in Res. A/B.

Structures totaling more than 150 square feet in size must be at least 20 feet from side lot and 30 feet from rear lot line, at least 35 feet from front lot line in Res. C and D; at least 40 feet from front lot line in Res. A/B.

Construction Supervisor license or home improvement registration are not required for shed contractor. Workmen’s Comp. Insurance Form is required.

Pools: All pool permit applications must have the Wiring Permit # noted on them before they can be approved for issue.

Inground: Needs site plan noting distance from lot lines, septic system, and any wetlands on or near property. Pool must be at least 20 feet from side line, 30 feet from rear line, and 35 or 40 feet from front lot line depending on Zoning District. Pool must be at least 10 feet from septic tank and 20 feet from leaching field. All inground pools must be at least 100 feet from any wetlands. (This 100-foot distance is called the “buffer zone”). Conservation Commissions must sign off on the building permit application. If not 100 feet away, an Order of Conditions from the Conservation Commission must be recorded at the Registry of Deeds before a building permit can be issued. If it not at least 50 feet away, a setback variance is also required from the Zoning Appeals Board and but be recorded at the Registry before the building permit can be issued. Home improvements registration is required for inground pool contractor. Construction supervisor license is not required. Workmen’s Comp. Insurance Form is required.

Above-ground: A site plan is desirable but not an absolute requirement. Pool must be at least 10 feet from side and rear lot lines and 35 or 40 feet from front line depending on Zoning District. Pool should not be placed in an easement or on top of septic system. Construction supervisor license and home improvement registration are not required for above-ground pool contractor. Workmen’s Comp. Insurance Form is required.

All access to inground and above-ground pools must be controlled by a 4-foot non-climbable barrier as prescribed in Sixth Edition of Massachusetts State Building Code 780 CMR Section 421.