

BUILDING PERMIT PROCEDURE – NEW RESIDENTIAL HOME

The following Items 1 through 6 must be accomplished prior to applying for a building permit:

1. Obtain a scaled plot plan showing location of proposed building with distances from all lot lines. A plot plan must be prepared by a registered land surveyor or civil engineer.
2. Obtain a Conservation Commission determination by contacting the *Conservation Commission at Pequitside Farm, 79 Pleasant St., Canton, (781) 821-5035.*
3. Obtain either a Board of Health sanitary permit (septic system) or a Department of Public Works Utility Connection Permit (water and sewer). If a septic system is used, a utility connection permit must be obtained for domestic water supply. *Contact the Board of Health at Pequitside Farm, 79 Pleasant St., Canton, (781) 821-5021 and the Department of Public Works at 801 Washington St., Canton, (781) 821-5018.*
4. Obtain a grade permit from the *Department of Public Works – Engineering Division, located at 801 Washington Street, Canton, (781) 821-5063.*
5. Provide three sets of plans to the Fire Prevention office for review. The Fire Prevention office will return two sets of plans, which will be submitted to the Building Dept. as part of the building permit package. *Contact the Fire Prevention Office at 99 Revere St., Canton, (781) 575-6654.*
6. Obtain proper street address and number from the *Assessor's Office, located at 801 Washington St., Canton, (781) 821-5008.*

Building Permit Application – Submit Items 1 through 6 listed above with the building application, appropriate permit fee and the following items:

7. Two complete sets of plans showing all elevations, floor plans (all floors including basement), framing plans (all floors, roof, ceiling joist plans), sectional and energy audit. All plans must be dimensioned and must satisfy all provisions of the Massachusetts State Building Code. If plans include engineered lumber, either provide manufacturer's specifications on engineered lumber, engineer's calculations on engineered lumber, or plans must be stamped by a registered architect or engineer.

8. A foundation permit will be issued after the plans have been reviewed.
9. Provide two certified “as-built” plans of the foundation after the foundation is complete and prior to the issuance of a building permit.
10. Builders and contractors must have a Massachusetts Construction Supervisor’s License and provide a copy of their worker’s compensation insurance.

Should you have any questions, please call this office at (781) 821-5003.