

BUILDING PERMIT PROCEDURE RESIDENTIAL ALTERATION OR ADDITION

The following items 1 through 4 (where applicable) must be accomplished prior to applying for a building permit:

1. Obtain a certified plot plan showing both existing and proposed structure. Show setbacks and ensure addition is conforming with current zoning by-laws. If proposed addition is close to the minimum required zoning setbacks, a new certified plot plan may be required.
2. If excavating for a foundation, obtain a Conservation Commission determination by contacting the *Conservation Commission at 79 Pleasant Street, Canton, (781) 821-5035*.
3. If a bedroom is added or created, submit 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, at (781) 575-6654*.
4. If you do not have town sewerage and you are adding or creating a bedroom, you may need to obtain a sanitary permit from the Board of Health. *The Board of Health is located at 79 Pleasant St., Canton, (781) 821-5021*.

Building Permit Application:

The following items, along with items 1 through 4 above (where applicable), should be submitted with the building permit application and the appropriate fee:

5. Two complete sets of plans showing all elevations, floor plans (all floors including basement), framing plans (all floors, roof, and 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.
6. Builders and contractors must have a current Massachusetts construction supervisor's license, a Home Improvement Contractor's registration number, and provide a copy of their worker's compensation insurance.

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