



Town of Sheffield
Office of the Building Inspector
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PROCEDURE FOR OBTAINING A BUILDING PERMIT

FOR RESIDENTIAL ADDITIONS OR ALTERATIONS

- 1) Building Permit Application: Filled out completely and signed by the legal owner or the authorized agent.
- 2) Plans and Specifications: Three sets must be drawn to scale, Floor Plans, all Elevations, Foundation, Building section(s), Details, and Types of Materials.
- 3) Site Plan: Show all existing structures and new work, distance between buildings, dimensions from property lines, wet lands locations, well and septic locations.
- 4) Worker's Compensation Insurance Affidavit: Filled out and signed by contractor.
- 5) Title 5 Status Statement from the Board of Health: For the addition of sleeping rooms.
- 6) Conservation Commission: Note any conservation commission issues, i.e. wetlands, ponds, streams, and rivers.

FOR NEW DWELLINGS OR BUSINESSES

(In addition to the requirements above)

- 7) Driveway / Curb Cut Permit: Approved by the Highway Superintendent, Board of Selectmen and Police Department.
- 8) Well Must Be Installed and Tested: Prior to issuing a building permit.
- 9) Disposal Works Permit for Septic System: Must have been received from The Board of Health.

FOR NONRESIDENTIAL STRUCTURES EXCEEDING 35,000 CUBIC FEET

(In addition to all requirements above)

- 10) Plans and Specifications: All plans for work in structures exceeding 35,000 cubic feet shall be properly stamped per The State of Massachusetts Building Code 780 CMR 8th edition, section 107.6.2.1. Design and construction shall be required to meet the requirements of section 107.6 Construction Control.

NO WORK SHALL BE STARTED BEFORE A BUILDING PERMIT IS ISSUED

Building Inspections Department
413-229-7000 ext.156

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