

TOWN OF SHEFFIELD



PROCEDURE FOR OBTAINING A BUILDING PERMIT

FOR RESIDENTIAL ADDITIONS OR ALTERATIONS

- 1) Building Permit Application: Filled out and signed by legal owner or the 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) Construction Debris Affidavit: Filled out and signed by applicant.
- 5) Worker's Compensation Insurance Affidavit: Filled out and signed by contractor.
- 6) Title 5 Status Statement from the Board of Health: For any excavation or the addition of sleeping rooms.
- 7) 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)

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

FOR NONRESIDENTIAL STRUCTURES EXCEEDING 35,000 CUBIC FEET

(In addition to the requirements above)

- 11) Plans and Specifications: All plans for work in structures containing more than 35,000 cubic feet shall be properly stamped per 780 CMR Massachusetts Building Code 7th edition, section 116.2 and shall be required to meet the requirements of section 116 ENGINEERING SERVICES - CONSTRUCTION CONTROL.
- 12) All Plans filed shall include the information specified in section 110.8 of 780 CMR Massachusetts Building Code 7th edition.

NO WORK SHALL BE STARTED BEFORE A BUILDING PERMIT IS ISSUED

Building Inspections Department

413-229-7000 ext.156