

TOWN OF PLYMPTON

BUILDING PERMIT APPLICATION PROCEDURES

APPLICATIONS MUST BE COMPLETE AND INCLUDE THE FOLLOWING IN ORDER TO BE PROCESSED:

- The Collector of Taxes, the Board of Health, the Conservation Commission, the Planning Board must sign All Building Permit Applications, if applicable. ***It is the applicant's responsibility to satisfy the requirements of these Boards before a Building permit is issued.***
- One (1) copy of a Certified Plot Plan for existing homes, or one (1) Site Plan/Sewage Disposal Plan signed by the Board of Health for proposed new homes, showing the lot, including the proposed new construction and septic system. Measurements from the building (s) to the front, rear and side lot lines, as well as the building (s) to the septic system, should be shown on the plan.
- Three (3) complete sets of plans, **drawn to scale**, showing how your project will be constructed. These should include foundation plans, floor plans, elevations, sections, details, sizes and types of materials to be used.
- A completed Homeowners Affidavit for a Homeowner Permit or a completed Contractor's Affidavit for Construction Supervisor's License and/or Home Improvement Contractor's Certification, including contractor's proof of workers compensation.
- A completed Solid Waste Affidavit
- Correct street address. If you do not have one or are unsure of the address, please check with the Assessor's Office. The house number must be displayed on the house and will be a requirement for inspections and occupancy.

NOTE: Engineered wood products, steel beams, trusses, cathedral and vaulted ceiling designs, or unusual construction practices shall be proven appropriate to the Building Inspector by Engineer's Certification for specific application.

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- Completed applications (with required attachments) may be turned into the Building Inspector's Office only.
- It will be the responsibility of the applicant to conform to the Zoning By-laws for the Town of Plympton. All building projects (repairs, renovations, alteration, additions and new construction) shall conform to the requirements of the Building Code of the Commonwealth of Massachusetts.
- **Checks for Building Permit fees made payable to the Town of Plympton are due at the when the Building Permit is issued.**