



**Town of Becket  
Office of the Building Inspector  
557 Main Street  
Becket, Massachusetts 01223  
Phone (413) 623-8934 ext. 14 FAX (413) 623-6036**

### **PROCEDURES TO OBTAIN BUILDING PERMIT FOR NEW CONSTRUCTION**

1. Contact the Highway Department at **623-8988** for a curb cut and a 911 street number. If the property is located on a state highway contact the State DPW at **637-5700** for a curb cut.
2. When the proposed building site is within a flood plain or flood prone area, 100' from a body of water or wetland or 200' from a river or stream, approval from the Conservation Commission, **623-8934 ext. 57**, must be obtained.
3. Contact the Board of Health at **623-8934 ext. 22** for a perk test. A permit must be obtained from the Board of Health to install a solid waste disposal system. Include a plan of the approved system with the building application.
4. Obtain a permit from the Board of Health at **623-8934 ext. 22** to install a well. After the well has been drilled, the water must be tested.
5. Contact the Building Department **623-8934 ext. 14** for a building permit application. All items on the building application must be completed.  
The following items must accompany the application.
  - A. A scaled copy of the plot plan showing location of curb cut, well, septic system and the building(s).
  - B. A copy of the water sample test.
  - C. One set of plans with the items shown on the Minimum Information Sheet and required by the building department.
  - D. A completed and signed Workman's Compensation insurance affidavit for all subcontractors.
  - E. A completed and signed Construction Debris affidavit
  - F. A signed and dated copy of Rescheck Certificate of Compliance version 3.7.3 for the proposed building. (780 CMR, Appendix J) [www.energycodes.gov](http://www.energycodes.gov)
  - G. Signature of the Tax Collector, on section 8 of the building application, stating no taxes are outstanding.
6. Contact the Wiring Inspector, John Daniels @ **443-8819** for a wiring permit.
7. Contact the Plumbing Inspector, Allen Meyer @ **269-4437** for a plumbing and/or gas permit.
8. Contact the Fire Chief, John Hall @ **623-6480** for oil burner permit.

## **MINIMUM INFORMATION SHEET**

The following items are considered to be the **MINIMUM** information to be submitted with **all** 1 & 2 Family permit applications.

- A.) Three sets of scaled drawings & details shall be submitted with each application proposing construction, reconstruction, addition, or repair. (1 for Building Dept files, 1 for fire chief and 1 to be returned as construction drawings) The building official may waive the requirements for filing plans when the work involved is of a minor nature.
- B.) Scaled drawings & details shall indicate & describe all proposed work, including location, size, grade & quality of materials & equipment to be used.
- C.) Any new home construction shall require a copy of approved curb cut and street address from the highway superintendent be submitted with application.
- D.) A copy of an acceptable water sample test shall be submitted with any application for new home construction.
- E.) A copy of the approved septic design signed by a member of the Board of Health shall be submitted with any application for new home construction.

### **F.) PLOT PLAN**

- Property address: map & lot number, zoning district & overlays (wetland, floodplain etc.).
- Show well and septic system location.
- Location of lot lines, dimensions of lot, frontage.
- Location & dimensions of public easements, public utility easements, railroad right-of-ways, and established zoning setback requirements.
- Location & dimensions of primary & accessory buildings and/or structures.

### **D.) FLOOR PLANS**

- Floor plan of each floor and any intermediate levels including basements, crawlspaces, terraces, porches, garages, carports and decks.
- Dimensions, location & materials of foundations, footings, columns, beams & piers (include any reinforcing).
- Direction, dimensions, spacing, species & grade of all framing members for floors, roofs and walls.
- Location of all walls, partitions, windows, stairs, doors, attic and crawl space access.
- Location & description of all electrical equipment and alarm devices.
- Location & type of all heating and air conditioning (HVAC) equipment.
- HVAC schematics (check with building inspector) (forward manufacture's installation instructions to inspector before installing equipment.)

### **E.) EXTERIOR ELEVATIONS**

- Front, rear & side elevations including foundation depth and finish grades.
- Location & dimensions of windows & doors (attach window /door schedule).
- Description of exterior cladding or siding material.
- Show exterior stair locations & dimensions.
- Show chimney & vent locations.

### **F.) DETAILS & SECTIONS**

- Sections through exterior walls showing details of construction from footing to the highest point of building. Maximum height of building to be forty (40) feet, measured from the highest point of any roof or parapet to the highest finished grade level on the building.
- Sections through shafts, landings, stairs - include framing details, tread, riser and headroom.
- Sections through fireplaces & chimneys (show dimensions & clearances).
- Describe location & dimensions of handrails & guardrails.
- Location & details of any roof trusses, glue-lam, or engineered lumber (include connection & bracing details, must have Massachusetts professional engineer or architects stamp on specification sheet).
- Exterior envelope energy requirements i.e. Appendix J of CMR 780.

## **CONTACT TIMES FOR INSPECTIONS**

- **Excavation:** Inspector shall observe soil types, ground water elevation, temporary shoring, site safety.
- **Foundation:** Inspector shall observe location, size & shape, width, forms with reinforcing in place, height of unbalance fill, fireplace jog, ventilation, and waterproofing/dampproofing.
- **Frame:** Call after all framing is in place and subtrades have finished all cutting, drilling and notching. Inspector shall check species & grade, spans, connections, cutting & notching, and firestopping (after inspection and signoff by subtrade inspectors).
- **Insulation:** After insulation is in place inspector shall check for proper installation of insulation, insulation type, vapor barrier and R-values.
- **Final and Certificate of Occupancy:** Call, after subtrade inspectors, fire chief, conservation commission and assessors have signed off, for a final approval of building or parts thereof that are ready for occupancy and /or use.

## **Quick Check List**

Items required prior to receiving a building permit

Construction Drawings (*representing CMR 780 6th Edition Base Code for Commercial Buildings or 7th Edition of the Building Code for all One and Two Family Dwellings*)

Curb Cut

911 Street Number

Approved Septic Design

Approved Well /Water Test

Conservation Commission Approvals

Plot Plan

Detailed Plans

Workman's Comp Affidavit

Debris Disposal Affidavit

(ResCheck) Energy Code Compliance Certificate

Tax Collector Sign-off

Stamped Drawings for Engineered Lumber

Payment Covering the Cost of the Permit

### **Contact list**

#### **Highway Superintendent**

Phone 623-8988

Curb cut, 911 number

#### **Board of Health**

Phone 623-8934 x 22

Septic Design

Well

#### **Electrical**

#### **Inspector**

Phone 443-8819

Alt. 329-0169

#### **Fire Chief**

Phone 623-6480

Smoke \ CO detector

Oil burners

#### **Plumbing**

#### **Inspector**

Phone 269- 4437

Alt. 623-5881

#### **Conservation Commission**

Phone 623-8934 x 57

#### **Assessors**

623-8934 x18

#### **Gas Inspector**

Phone 269-4437

Alt. 623-5881