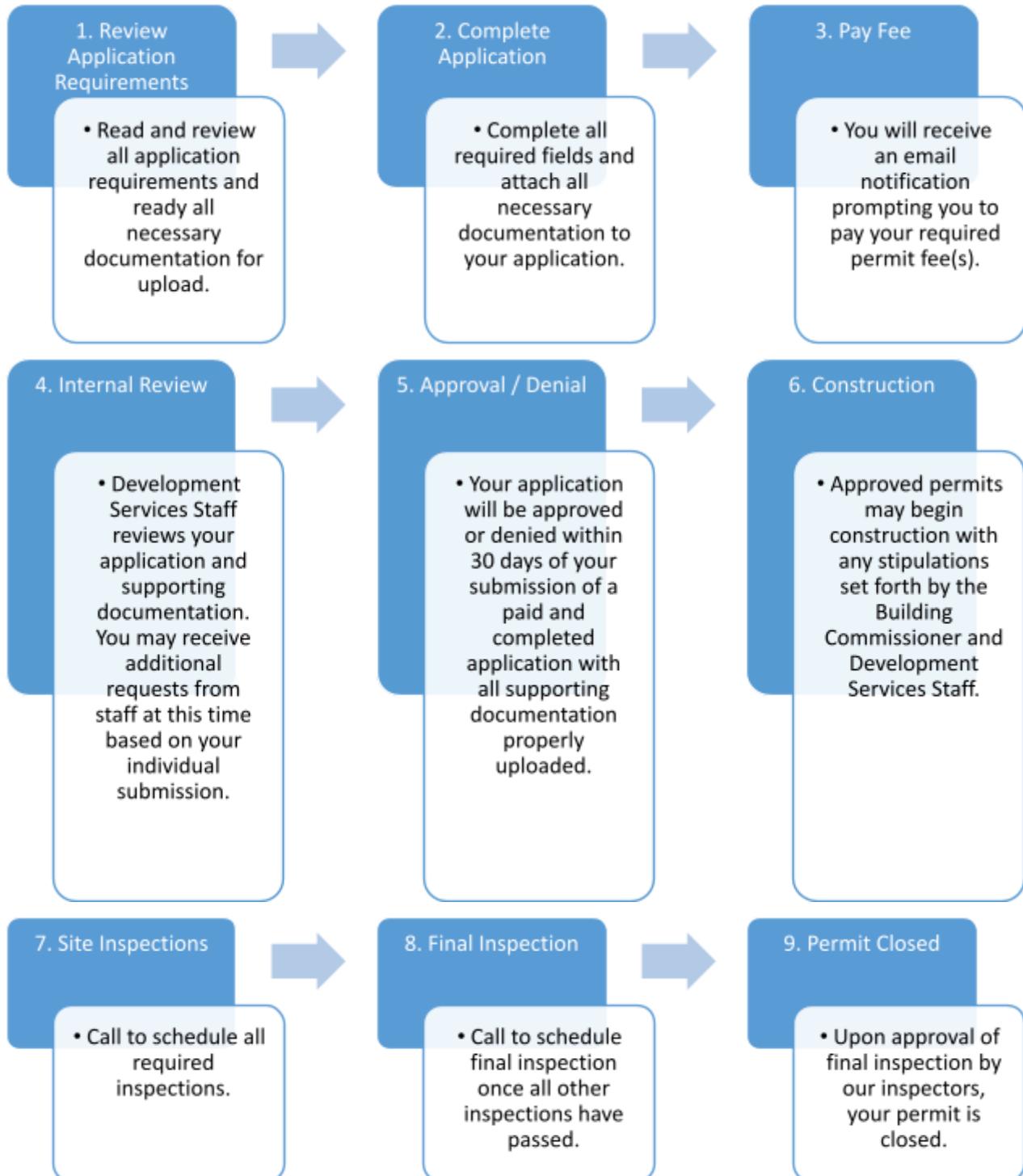




Town of  
**STOUGHTON**  
MASSACHUSETTS

## Building Department Application Requirements

### ***Permit Application Process and Step by Step Guide:***



**\*Please note that requirements may change based on the scope of your individual application\***

## **All Applications:**

**BEFORE A BUILDING PERMIT MAY BE REVIEWED, THE FOLLOWING MUST BE SUBMITTED:**

**BUILDING PERMIT FEES ARE PAID UPON RECEIPT OF COMPLETED APPLICATIONS  
PAYMENT DOES NOT MEAN YOU HAVE AN APPROVED PERMIT  
NO REFUNDS**

Please ensure you have read and understand all application, attachment, and zoning requirements before starting your application.

Have all documentation scanned and ready to be uploaded prior to initiating your application. All documents must be submitted (PDF format) in order for your permit application to be considered complete and ready for review. ZIP files are not accepted. Other documents may also be requested, as determined by the specifics of your project.

Attached drawings and uploads must be *clearly labeled, legible, and drawn to scale.*

Construction contract, signed by owner and contractor, describing the work to be performed or including a schedule of values. Cost must include value of all subcontracts, general conditions, fees, and owner-supplied materials.

A receipt of recording from the Registry of Deeds for all variances and special permits granted from the Zoning Board of Appeals for properties not meeting zoning requirements.

The applicant is responsible for obtaining all applicable approvals from all Boards/Commissions prior to the issuance of a building permit. You may receive additional communication or requests from Boards/Commissions to meet requirements based on your individual submission. Please respond to questions or requests from Development Services staff in a timely manner.

One (1) completed application including signatures, any and all *applicable active occupational licensure* (Massachusetts Construction Supervisor's License / Home Improvement Contractor Registration), and insurance affidavit. Check here for a quick reference guide on if a CSL or HIC license is required for your work: <https://www.mass.gov/doc/check-if-your-work-requires-an-hic-or-csl/download>

Separate permits must be applied for by licensed electricians or plumbers if the project involves wiring, plumbing, or gas.

The Online Interactive Public Mapping Website is available to assist with determining your zoning district: [https://www.mapsonline.net/stoughtonma/new\\_public\\_site.html](https://www.mapsonline.net/stoughtonma/new_public_site.html)

Paper application submissions will be charged a forty dollar (\$40.00 USD) Administrative Service/Technology Fee to upload, digitize, and transfer your submission to the online permit portal.

The Building Commissioner/Zoning Enforcement Officer and his/her agents reserve the right to prescribe additional permitting requirements that are not described herein and which are deemed necessary when circumstances warrant.

Ordinary repairs including carpeting, sandblasting, floor sanding, painting, wall papering, and swing sets do not require a permit. Residential fences 6 feet in height or under do not require a permit.

All permits must be obtained prior to the start of work and be prominently posted to be visible from the street at the job site.

**New Construction, Addition, or Renovation for New Living Space:**

One (1) copy of blueprints *signed and stamped* by the Stoughton Fire Department Fire Prevention Division containing front, side, and rear elevations with dimensions if the work is commercial, a new dwelling, or when a bedroom is added or created. Copy should include both existing and proposed plans *for all floors* (inclusive of floors not under construction/renovation).

A foundation plan and first and second floor plans with dimensions.

Front elevation shall show overall height from grade.

Structural framing plans shall include beams and engineering stamp for lengths and sizes not included in State Building Code.

Door and window sizes shall be shown and U-values noted.

Include a building or wall section with all materials specified.

Compliance with the current energy code showing R values for all envelope components.

One (1) copy of a certified plot plan, prepared by a *registered land surveyor*, indicating location of the septic system, as well as all dimensions for proposed and existing structures with distance from all lot lines, and grading when required by Engineering. Mortgage plans are not accepted.

Residential new construction must follow the following procedures by Engineering Department:

<https://www.stoughton.org/DocumentCenter/View/255/New-Construction-Permit-Application-PDF>

Setback requirements per zoning district can be found on page seventeen (17) of the zoning bylaw here: <https://www.stoughton.org/DocumentCenter/View/2073/Zoning-Bylaw-PDF>

Setback requirements for the Stoughton Center District can be found on page sixty-four (64).

Dig safe file number. This is a required, free service and is requested by calling 811.

**Commercial New Construction:**

One (1) complete sets of architectural plans, including site plans with landscaping, parking, and lighting plans. Utility and sanitary plans must be submitted to include all engineering plans, structural details and design load calculations and specifications, and stamped and signed by a registered Architect or Engineer. Buildings, which contain over 35,000 cu. ft. shall be approved under Controlled Construction affidavit submitted with plans. Reports are bi-weekly at minimum.

### **Pool Permits:**

One (1) copy of a certified plot plan showing location of pool, prepared by a *registered land surveyor* with exact area where pool will be placed staked prior to inspection.

Pools must be Ten (10) feet from any building.

    Six (6) feet from side and rear lot lines.

    Twenty (20) feet from sewerage disposal systems.

    Street lot lines must conform to zoning.

Above Ground Pools must have self-latching gates and have stairs enclosed. Security Alarm details required as necessary.

Pool plans and specifications must be attached and accurately show dimensions and construction of pool, details of water supply system, drainage and water disposal systems. Plans of structures, vertical elevations, and sections through the pool showing depth must be attached.

Fencing of not less than four (4) feet above the underlying ground to maintain adequate enclosure either surrounding property or the pool area is required for a pool or permanent wading pool which constitutes an obvious hazard and contains more than eighteen (18) inches of water in depth at any point.

Additional fencing requirements must meet Massachusetts adopted ISPSC (International Swimming Pool and Spa Code).

A wiring permit must be obtained by a licensed electrician before a permit may be issued.

### **Demolition Permits:**

Permits only issued for principal structures. Demolition of accessory structures or partial structures should utilize a Building Permit application for an existing building and mark selective demolition with a detailed explanation of planned demolition.

Acknowledgements from utility services stating services have been disconnected or no service is present the location of demolition are required.

Certificates are required for the following:

    Exterminator services.

    Lead paint testing.

    Asbestos testing.

Additional disclosures are required for department approval such as tank removal and police detail booking if applicable. If the home has historical significance, further inquiry may be made by the Historical Commission.

### **Shed, Detached Garage, Pergola, Gazebo, Etc.:**

Apply with a Building Permit application for an existing building and select accessory structure. Please stipulate what you are building within the provided field for brief description along with proposed dimensions. Please note if you are replacing an existing shed or detached garage.

One (1) copy of a plot plan showing the proposed location with dimensions and distances to rear and side lot lines and the principle structure to demonstrate zoning compliance.

Accessory structure zoning setbacks and requirements can be found on page fifteen (15) and sixteen (16) of the zoning bylaw here:

<https://www.stoughton.org/DocumentCenter/View/2073/Zoning-Bylaw-PDF>

There is no minimum size requirement. All sheds and detached garages must be permitted.

Seasonal patio equipment that is removed and stored during the winter months does not require a permit.

### **Solar:**

Apply with a Building Permit application for an existing building and select solar panels followed by either ground or roof mounted.

If you are a commercial installer of ground mounted panels creating a solar field, please follow the above referenced details, followed by noting this intent in the provided field for brief description.

One (1) copy of installation manual and manufacturer specification sheet.

Ground mounted solar must follow accessory structure setbacks found on page fifteen (15) and sixteen (16) of the zoning bylaw here:

<https://www.stoughton.org/DocumentCenter/View/2073/Zoning-Bylaw-PDF>

Energy Storage System (ESS) installation requires one (1) plan showing proposed location of install with distances from ESS system to windows, doors, and ceilings/gables. Mounting material must be noted along with any additional fire blocking and prevention methods to be installed.

A wiring permit must be obtained by a licensed electrician before a permit may be issued.

### **Attached Garage:**

Apply with a Building Permit application for an existing building and select addition. Please stipulate that you are building an attached garage within the provided field for brief description along with proposed dimensions.

Follow requirements for New Construction, Addition, or Renovation for New Living Space.

**Sign:**

One (1) scaled graphic drawing showing store front or location of proposed placement for each sign with dimensions of sign(s) and store front if affixed. Include construction and attachment details.

Stamped footing design and site location of plot plan by a registered land surveyor for pole signs.

Sign requirements can be found starting on page twenty-eight (28) of the zoning bylaw here:

<https://www.stoughton.org/DocumentCenter/View/2073/Zoning-Bylaw-PDF>

Page seventy-eight (78) for Stoughton Center District requirements.

**Stove (Wood, Coal, Pellet):**

Copy of manufacturer specifications to include model, dimensions, material, and sub floor construction.

One (1) scaled graphic layout of room where stove is to be installed.

**Modifications:**

Any changes to planned or approved work require authorization from Development Services Staff and will require further review. If the scope of work is unrelated to your existing application, a new permit should be applied for.

A modification fee will be charged based on the scope of your work and new total estimated cost.

New plans and or documents associated with the changes will be required to be uploaded for review.

**Change of Construction Supervisor License (CSL) Holder:**

Construction must cease until a new application is filed under the credentials of the new CSL holder.

Please reference the previously approved permit number while detailing the remaining scope to be completed under the new CSL holder.

**Certificate of Occupancy:**

New businesses must attach a floor plan designed by an architect showing the calculated occupant load. This is based on the intended use, floor space, and function.

New homes may only apply after the final as-built is received and approved by engineering, final inspections have been approved by both the Building and Fire Departments, and Board of Health has approved compliance of a septic system if applicable.

Temporary Certificates of Occupancy may be issued by filing a bond and meeting additional criteria, provided such portion(s) shall be occupied safely prior to completion of the building or structure without endangering life or public welfare. Please contact Development Services for more information prior to applying.

## **Inspections Required:**

The permit holder or contractor responsible for the work must contact the Building Department to arrange for any and all inspections. A permit is not considered closed until all inspections have been approved by Town of Stoughton Inspectional Staff.

Building inspections *include but are not limited to:*

- Excavation/Footings
- Foundation
- Rough Plumbing, Sheet Metal, and Electrical
- Rough Framing
- Insulation
- Final Plumbing, Sheet Metal, and Electrical
- Final Building (Fire Dept. approval must be completed if applicable)

### **Schedule Wiring Inspection:**

(781) 232-9239

Call 8am-9am Monday - Thursday

### **Schedule Gas/Plumbing Inspection:**

(781) 408-1482

Call 8am-9am Monday - Thursday

### **Schedule Building Inspection:**

(781) 344-6070

Call during normal business hours

*Holidays may affect hours of operation.*

## **Frequently Asked Questions:**

Q: Can I pull a building permit as a homeowner and then hire contractors?

A: Yes, if the work is eligible however you will not have protections under MGL c142.A entitling you to possible reimbursement from the Guaranty Fund. You will also be liable for contractors working on your property. It is recommended that if you are utilizing licensed contractors for your job that your contractor pulls the permit.

Q: As a homeowner, can I pull my own Plumbing, Gas, or Wiring Permit?

A: Plumbing or gas fitting must be performed by individuals licensed by the Commonwealth of MA. Wiring may be performed by a homeowner provided that the work done is residential, performed by the homeowner who resides at the property, and approval is granted by the local wiring inspector.

Q: Do I need a permit to install a fence?

A: If the fence is 6 feet in height or under, no permit is required. Any fence that is higher than 6 feet in height requires a special permit through the Zoning Board of Appeals.

Q: Will the Town of Stoughton survey and stake my property lines?

A: No. Land surveys are conducted by private entities called Registered Land Surveyors.

Q: Can I submit my own plot plan if I know where my property lines are?

A: No. Plot plans can only be prepared by a Registered Land Surveyor, and must bear their stamp.

Q: I was informed that my lot is non-conforming. What does that mean?

A: If your lot is found to be non-conforming it means that your lot is not in conformance with current zoning regulations. In order to add on or alter structures on your property, you may need to obtain a Special Permit or Variance from the Zoning Board of Appeals.

Q: Why is it taking so long to process my application?

A: The Building Code allows 30 days for review once a completed application is received. We strive to meet the fastest possible turnaround on all completed submissions. If your application is incomplete or requires further documentation or approvals, your review time may take longer than the average submission.

Q: I paid the permit fee. Can I start work?

A: No. You can only start work when you are issued an approved permit.

Q: How do I extend my permit?

A: If work has yet to commence within 6 months of approval, your permit expires. A written request to the Building Commissioner is required for consideration to extend the permit by a maximum of 6 months.

Q: Can I apply and submit my application in person at the Town Hall?

A: Yes, however all paper submissions are charged a \$40.00 (USD) Administrative Service/Technology Fee to upload, digitize, and transfer your submission to the online permit portal.

### **General Questions:**

Please call us at (781) 344-6070 or stop by Town Hall with any questions during normal business hours.

*The mission of the Building Department is to ensure the quality of life of those who live, work, and visit Stoughton by promoting safety in the construction, use, and occupancy of buildings throughout town.*

