

**Town Of Hingham Massachusetts
Office of the Building Commissioner**

BUILDING PERMIT REQUIREMENTS Per 780 CMR Massachusetts State Building Code

- 1 **WHEN REQUIRED:** A building permit is required whenever a project includes construction, reconstruction, alteration, repair, removal or demolition of a structure; change of use or occupancy of a building or structure; or installation or alteration of any equipment that is regulated by the Commonwealth of Massachusetts State Building Code.
- 2 **PENALTY:** Failure to obtain a building permit or starting work before a permit is issued may result in increased permit fees, fines up to \$1,000. Per day, imprisonment or any and all of the foregoing.
- 3 **APPLICATION:** The owner or his/her authorized agent must thoroughly and accurately complete forms and **the owner must sign the application.** It is the applicant's responsibility to obtain approvals from the required depts. The state code provides that the Building Department shall review a building permit application within thirty (30) days **after required signatures have been obtained, fees paid and the Building Department has been notified.**
- 4 **PLANS AND SPECIFICATIONS:** Two (2) sets of plans and specifications shall be submitted to the Building Department.

Plans should include but not be limited to:

- A. One scale plan of the lot. This plan should show dimensions of the lot, locations and dimensions of all existing and proposed structures, easements, drainage, location of any Flood Plain on the lot, Wetlands, etc.
 - B. Foundation plan with anchorage locations and clearly showing a minimum four (4) foot depth to the bottom of all footings.
 - C. Structural, mechanical and electrical plans in sufficient detail to determine code compliance (Including exterior building envelope component materials with U-Values, R-Values, heat loss information, HVAC sizing, etc. for 2009 IECC Energy Code compliance). **All computations and specifications for STEEL or MANUFACTURED LUMBER, shall bear the stamp & signature of a professional engineer registered with the Commonwealth of Massachusetts. Any changes or modifications to the approved plans must be submitted in writing for the Building Department approval.**
- 5 **STAMPED PLANS:** Plans and specifications for any building containing more than 35,000 cubic feet of enclosed space must be stamped and signed by a qualified registered professional engineer or registered architect (original stamp and signature on each page).
 - 6 **POSTING PERMIT:** The building permit must be posted at the site in clear view and protected from the weather at all times until the Certificate of Use and Occupancy is issued. **Approved plans should be kept at the site for inspector's use.**
 - 7 **OCCUPANCY:** Upon completion of the work and prior to occupancy, **a final sign-off card, which is available in the Building Office, must be submitted to the Building Department with all approval signatures in order to obtain a Certificate of Use and Occupancy.** Occupancy or use of a building or structure without this certificate is subject to penalties as noted in #2 above.
 - 8 **GENERAL:** It is the applicant's responsibility to notify each inspector at least twenty-four (24) hours in advance of each required inspection.

At the rough inspection, the Electrical and Plumbing approvals must be obtained prior to seeking approval from the Building Commissioner.