



**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

Most contact information, forms fees and the required online permits can be found at www.townofbecket.org, the Becket website.

To contact the Building Department call 413-623-8934 ext. 14

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. If the property is on a private road in a subdivision, contact the head of the association about rules 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 perc 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. **All building permit applications are completed online** and can be found at the link provided at the town's website listed above. All items on the building application must be completed.

For the applicant who creates an account: http://permiteyes.com/berkshire/user_login.asp

The following items must accompany and "be attached" to the online 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 the contractor and all subcontractors.
- E. A completed and signed Construction Debris affidavit
- F. Part D and E are included on the online application form.
- G. Becket is a Green Community and "a stretch code town" and that requires a HERS Rater and a blower door test. A signed and dated copy of ResNet HERS Rating
- H. Sign off from the Tax Collector on the building application, stating no taxes are outstanding. This is done automatically through the online permit software.
- I. Trench permit for any trench which is greater than 3 feet deep and less than 15' wide.

All permits shall be filed under the 8th Edition of 780 CMR which shall be known as the Massachusetts Residential Code and are comprised of the *International Residential Code 2009* (IRC) with Massachusetts amendments.

6. Contact the Wiring Inspector, Dana Spring @ 413 441-5135 for a electrical inspection.
Application for an electrical permit is done online at the town's website. \$50/inspection
7. Contact the Plumbing Inspector, Mark Levernoch @ 623-2200 for a plumbing and/or gas Inspections.
Application for gas and plumbing permits are done online at the town's website.
\$50/inspection
8. Contact the Fire Chief, Ray Tarjick @ **623-5805** for oil burner permits and inspections.
He is also responsible for signoff on all smoke and carbon monoxide detector alarm systems.

MINIMUM INFORMATION SHEET

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

All plans and paperwork will be attached at the online (permiteyes software) used for all applications. http://permiteyes.com/berkshire/user_login.asp

The HERS Rater will also need all the following information prior to issuing the preliminary HERS Rating.

- A.) One set of scaled drawings & details shall be submitted with each application proposing construction, reconstruction, addition, or repair. (1 paper copy for Building Dept and Assessor review) 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 all 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 smoke and CO detection 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, and stairs - include framing details, tread, riser and headroom.
- ☐ Sections through fireplaces & chimneys (show dimensions, door & clearances).
A separate online solid fuel burning appliance permit may be required,
- ☐ 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 of the "stretch code" i.e. Appendix J of CMR 780.

CONTACT TIMES FOR INSPECTIONS

- ☐ **Excavation and Footings:** Inspector shall observe soil types, ground water elevation, temporary shoring, on site safety and form work dimensions, level and reinforcement.
- ☐ **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 and the independent HERS Rater reviews installation, the inspector shall check for proper installation of insulation, insulation type, vapor barrier and R-values.
- ☐ **Final:** 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.
- ☐ **Certificate of Occupancy:** A Certificate of Occupancy which is required will be provided after an online application and the required fee is paid.

Quick Check List

Items required prior to receiving a building permit

Curb Cut

911 Street Number and Sign within Sight of the Road

Approved Septic Design

Approved Well /Water Test

Conservation Commission Approvals

Plot Plan

Detailed Plans

Workman's Comp Affidavit

Debris Disposal Affidavit

(ResNet HERS Rating) “Stretch Energy Code” Compliance Certificate

Tax Collector Sign-off

Stamped Drawings for Engineered Lumber

Payment Covering the Cost of the Permit

Trench Permits

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 441-5135

Assist. 329-0169

Fire Chief

Phone 623-5805

Smoke \ CO detector

Oil burners

Conservation Commission

Phone 623-8934 x 57

Assessors

623-8934 x18

Gas Inspector

Phone 623-2200

Assist. 269-7269

Plumbing Inspector

Phone 623-2200

Assist. 269-7269