TOWN OF WELLESLEY MASSACHUSETTS

BUILDING DEPARTMENT

TOWN HALL 525 WASHINGTON STREET – LOWER LEVEL WELLESLEY, MA 02482-5992

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BUILDING/CONSTRUCTION PERMITTING

The Town of Wellesley requires the issuance of permits for almost all building and construction related activities within the Town. Before you start, please research the regulatory requirements of your project at the Building Department's website. We encourage you to call the Department for questions that are not available online.

Residential APPLICATION Information

1. Complete a **RESIDENTIAL BUILDING PERMIT APPLICATION**.
   (click on this link Residential to get a fillable Building Permit form)
   Building Permit Applications in paper form are still available at Town Hall.

   Completely fill out the application, missing info will cause a denial.

   Proof of ownership and the **property owner's signature** are required on the application, contracts are not accepted.

   All CSL and HIC contractors who are applying for a permit, and all CSL designees or supplement HIC holders must register their Licenses in the Wellesley Building Department. The applicant and their original CSL and HIC cards are required to be present for the registration. Copies and runners will not be accepted for registering.

2. Submit a certified **Plot Plan** for new construction/renovation of decks, and projects where the structural footprint is modified/changed, new construction, vertical and horizontal additions, accessory structures larger than 100-square feet, swimming pools, retaining walls that retain 4 or more feet of unbalanced fill, or porch conversions. A plot plan must satisfy these criteria:

   a. Be prepared: Bring a, certified Plot Plan signed by a Mass. Registered Land Surveyor, drawn or printed on the back of the application where designated. *It cannot be stapled or affixed by adhesives (i.e., glue or tape) to the application*;

   b. Show all existing buildings/structures on said lot and proposed new construction/renovation and the dimensions and the setbacks from the property lines at the nearest point. Show lot size, frontage, percentage and square footage of existing and proposed lot coverage. (See the Wellesley Zoning Bylaw sections XIX and XVIIIC)

   c. A 500 foot bylaw letter must be submitted for all new dwellings, detached accessory structures, and additions that encroach on the front yard setback. (See the Wellesley Zoning Bylaw section XIXB)

   d. Chimney & roof overhangs are allowed to extend into the required setbacks by 24-inches maximum. Bow/bay windows are allowed the same extension beyond the foundation (See definitions in the Wellesley Zoning Bylaw section XIXA); and

e. The Supreme Court Case law **Bjorklund vs. Town of Norwell** supersedes Section XVllB part one of the Town of the Wellesley Zoning Bylaw possibly subjecting non conformities with certain designs to a special permit finding through the Wellesley Zoning Board of Appeals (example: two story additions and one story additions over 600 square feet) .

f. Mortgage or real estate-related transaction plot plans are not acceptable.

3. For all new single family dwellings, additions and alterations which increase TLAG by more than 10%, determination to see if Large House Review is required must be met. Please see the LHR Affidavit on how to calculate and what needs to be submitted for determination. Any questions please contact a Building Inspector.

4. Submit a **Construction Plan** with the application. Most projects including but not limited to: new houses, additions, kitchen and baths, decks and porches, basement and attic renovations and all commercial work require a construction plan. A certified construction plan by a MA Registered Professional is required for commercial projects and/or projects that contain trusses, engineered lumber, steel or are of a unique design. A plan must satisfy these criteria:

   a. Not exceed 24”x 36” in size and drafted in ink.

   b. Show foundation or footing plan, floor plans, exterior building elevations, framing plans depicting structural systems and schedules, legends and/or details adequately depicting doors, windows and related material installations.

   c. Any additional information required by the building inspector.

5. If the Thermal Envelope is altered or Energy Code compliance is required, plans must be accompanied by ResCheck or ComCheck or other documentation that meets the intent of the Energy Code. A ResCheck or ComCheck other documentation must be submitted for commercial, new home constructions, additions, renovations and repairs. *See* chapters 13, 34, 61 and 93 of the Mass. Building Codes 7th Edition and the current IECC for more information. As of July 1, 2010, the 2009 IECC will be the base Energy Code in the Commonwealth of Massachusetts.

6. Complete a solid waste disposal application. The Town’s Recycling & Disposal Facility accepts construction wastes for projects located within its municipal boundaries. The permit applicant must sign the application, no exceptions.

7. Complete in full and sign a *Department of Industrial Accidents* Worker’s Compensation Insurance Affidavit. The insurance company and policy number of the applicant (if applicable) and sub contractors must be clearly designated. A workman compensation binder is not required. The permit applicant must sign the affidavit, no exceptions.

8. Pay the applicable building permit fee. A payment is required at time of submittal, no exceptions.

9. Any homeowner performing work for which a building permit is required shall be exempt from the licensing provisions, provided that if a homeowner engages a person(s) for hire to do such work, that such homeowner shall act as the supervisor. A homeowner is defined as person(s) who owns a parcel of land on which he or she resides or intends to reside. Please provide the following at permit submittal:

   Click on this link for homeowner warning form

   Click on this link for license exemption form or stop by the Building Department to get a paper copy

   All requirements listed but not limited to this site.

10. Other requirements. This section is intended to provide an applicant with additional information as they pertain to additional permitting requirements by other Town departments, boards or committees which are beyond the Building Inspector's/Zoning Enforcement Officer's jurisdiction. The applicant of record is responsible for complying with any and all requirements identified below:

    a. Fire Department approval is required for additions of bedrooms to an existing structure, adding an attached garage or substantial removal of ceiling and wall covering. Two copies of the construction plan must be approved and stamped by the Fire Department. Submit one copy of the approval to the Building Permit Application and retain one for your records (the copy that says "**must be left on the jobsite**");

    b. Board of Health approval is required for septic systems, teardowns and demolitions;

    c. Planning Board approval is required for signage and activities affecting scenic ways;

    d. Historic District Commission approval is required for projects located within designated historical district;

    e. Natural Resource Commission & Wetlands Committee approval is required for projects within 100 feet of a wetland, or within 200 feet of a perennial stream or river. A public hearing is required the pruning or removal of public shade trees;

    f. Board of Selectmen approval is required for new and relocated curb cuts. Once a request has been approved, a Street Occupancy Permit must be obtained from the Department of Public Works Engineering Division for projects located on a public way;

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g. Department of Public Works approvals are required for projects that impact water/sewer connections, street openings/excavations, storm water drains, sump pump connections, drainage changes, public shade tree, and disturbance/removal of vegetative cover or utility connections. The following permits and requirements will need to be met:

Street Occupancy Permit- required for all excavations within public way including resurfacing and reconstruction of driveway aprons.

Trench Excavation Permit- Prevent unauthorized access by the general public to unattended trenches. (**Jackie's Law**)

Erosion and Sediment Control: DPW Engineering- Take necessary measures to prevent erosion and deposition of sediment from the construction site out to public way and into catch basins adjacent to the site.

h. Electrical, plumbing and gas permits are issued only to Massachusetts licensed professionals. Non-professionals and non-Commonwealth licensed professionals are prohibited by state law from engaging in these activities within the state; and

11. The Building Inspector/Zoning Enforcement officer and his agents reserve the right to prescribe additional permitting requirements that are not described herewith and which are deemed necessary when circumstances warrant.