

# TOWN OF WEST TISBURY

## Checklist for Obtaining a Building Permit

**Building /Zoning Inspector: (696-0113)** Submit a Building Permit Application. Please complete all sections, and include signatures where required. Application must include map and lot numbers. You may be referred to one or more of the following departments:

**Historic District Commission: (693-6677)** If the property is in the Historic District, the Historic District Commission must be consulted. Apply to Sean Conley, chairman.

**Conservation Commission: (696-6404)** If the property is located in the coastal zone or near inland wetlands, the Conservation Commission must be consulted.

**Planning Board: (696-0149)** Check with the Planning Board for subdivision conditions and covenants.

**Board of Health: (696-0105)** If your project requires a new or upgraded septic system, or if any plumbing work will be done, or if you are changing an existing floor plan, the Board of Health must be consulted. A septic design plan, prepared by a licensed Massachusetts engineer, showing the existing/proposed well location and the existing/proposed design and location of the wastewater disposal system, *along with floor plans*, must be submitted to the Board of Health. The well must be installed, the water tested, and the design of the disposal system approved *before* a building permit can be issued.

**Zoning Board of Approvals: (696-0107)** The Building Inspector will refer your application to the Board, if necessary.

## REQUIRED WITH A BUILDING PERMIT APPLICATION

A plot plan, prepared by an engineer or surveyor licensed in Massachusetts, showing the set boundary markers and the location of all structures, existing and proposed, with the distances (setbacks) to property lines noted.

Two sets of detailed, to-scale building plans, showing the floor plans, at least 2 elevations, and a section.

A Workers' Compensation Insurance Affidavit and a copy of the policy's declaration page showing the policy number and expiration date.

The Assessors' Form, blue, with the required plan/sketch

A completed Energy Conservation Application Form showing compliance with 780 CMR Appendix J. As the form shows, there are 5 different compliance paths such as REScheck, Version 3.7 1B or later. This form is not necessary for unheated buildings/structures.

## **PLEASE NOTE**

**Your Map & Lot number must be posted at the entrance to your property.**

**The Building permit card must be posted on site at all times.**

After a permit is issued, work must start within 6 months. A completed and inspected foundation is considered a start. If the permitted work is not started within 6 months, the permit expires.

**Separate** electric, plumbing, and gas permits are **required** and applications are available at Town Hall, and must be obtained by the licensed professional **before** inspections are requested.

All inspection requests except smoke and CO are scheduled through Town Hall.  
Phone 696-0113.

Smoke and CO detectors must be code compliant and inspected by the Fire Chief.  
Phone 693-3287

Occupancy/Use Permit: Before a Building is occupied or used; an Occupancy/Use Permit **must** be obtained from the Building Inspector. All Required Inspections must have been performed, and the Building, Wiring, Plumbing, Health, Gas Inspectors, and the Fire Chief must have signed the permit card before the Occupancy/Use Permit will be issued.

Revised 09/27/2006