



Town of West Tisbury

Procedure / Checklist for obtaining a Building Permit

Please Note: The Eighth edition of the building Code, with Massachusetts Amendments, is now in effect and requires the following with your permit application:

1. A Plot Plan prepared by a Massachusetts licensed Engineer or Surveyor showing the boundary markers and the location of all structures, existing and proposed, with distances to property lines shown.
2. Foundation plan and details (as necessary) (2 copies)
3. Floor plans (including basement and attic levels, if applicable); floor plans shall include the location of all required fire protection systems and heating systems storage areas. (2 copies)
4. Exterior building elevations (2 copies)
5. Framing plans and/or building section(s) adequately depicting structural systems (2 copies)
6. Schedules, legends and/or details adequately depicting doors, windows and related material installations
7. Energy conservation information. (Chapter 11)

Also required:

- A workers compensation insurance affidavit and a) a copy of the policy's declaration page showing the policy number and expiration date or b) a certificate of insurance.
- A completed assessor's form (three pages) with the required plan/sketch. (A third set of plans may be substituted for the plan/sketch)

Please answer the following Questions:

- Yes No Has the Board of Health approved your plans? Required for any construction with new or increased septic flow. Consult the Board of Health for submission requirements. (696-0105)
- Yes No Is the property within the Historic District? If so consult the Historic District Commission (Sean Conley, Chairman. 693-6677)
- Yes No Is the building a single family residence larger than 3000 sq.ft.? If so your plans will be referred to the Planning Board for Review (696-0149)
- Yes No Is the property within a District of Critical Planning Concern (DCPC)?
- Yes No Is the proposed building a Development of Regional Impact (DRI)?
- Yes No Are the property bounds set (Required)
- Yes No Is the building within 100 feet of a wetland or 200 feet of a stream or brook? If so consult the Conservation Commission (696-6404). **Be advised, It is illegal to cut trees, limbs or brush within 100 feet of a wetland or pond, or within 200 feet of a stream. It is also illegal to fill, excavate or alter the land, water levels, or vegetation in wetlands, streams or ponds, regardless of ownership, without first contacting the Conservation Commission for pre-approval.**

Please Note!

Your property may be subject to **M.E.S.A.** (Massachusetts Endangered Species Act) regulations, if so you will need to apply to the Division of Fisheries and Wildlife (508-792-7270) Maps are viewable on-line at www.nhsep.org or at the Building Department to assist you in this determination.

Your Map & Lot number and /or Street Address must be posted at the entrance to your property.

The Building Permit must be posted on site at all times.

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

Separate Electric, Plumbing and Gas permits are required and applications are available at the Town Hall Annex, and must be obtained by the licensed professional before work is begun.

Electric, Plumbing and Gas inspections are scheduled through the Building Department (696-0103)

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

Certificate of Occupancy / Use : Before a building is occupied or used, a Certificate of Occupancy/Use **must** be obtained. All required final inspections must have been performed, and the inspectors must have signed the Building Permit Card before the Certificate of Occupancy/Use will be issued.

Contact the Inspector of Buildings with any Questions at 508-696-0113 or at inspect@westtisbury-ma.gov

These forms are available on line at <http://www.westtisbury-ma.gov/>

Any unanswered questions or missing items will delay the processing of your application.

I have read and understand the information provided on these forms and attest that the answers provided are true and correct to the best of my knowledge.

Signed _____ Date ____ / ____ / ____

Please return this signed form with your application.