

BUILDING PERMIT INSTRUCTIONS

780 CMR CHAPTER 1 110.1 APPLICATION FOR PERMIT

It shall be unlawful to construct, reconstruct, alter, repair, remove or demolish a building or structure, or to change the use or occupancy of a building or structure; or to install or alter any equipment for which provision is made or the installation of which is regulated by 780 CMR without first filing a written application with the building official and obtaining the required permit therefore.

- See entirety of CMR 780 7th edition Section 110 for more details available online at www.mass.gov/DPS/BBRS .

CLASSIFICATION OF BUILDING PERMITS

1. Industrial, Business and Commercial
2. Residential (1 & 2 Family)– New Construction, alterations, additions, etc.
3. Other – Alternative energy, Demolition, Fences, Storage buildings, decks, patios, temporary structures & Mechanical Permits.

REQUIREMENTS – INDUSTRIAL, BUSINESS AND COMMERCIAL

1. Application and all required documents to be filled out COMPLETELY
2. Investigation, evaluation submittal and control construction documents as required by 780 CMR 7th Edition Section 3402 and 16 must accompany the application.
3. Affidavit of licensed engineer/architect must accompany application. All plans must be certified to be in compliance with 780 CMR 7th Edition.
4. Plans and application to be submitted to and endorsed by various Town Boards and departments as required by the Building Inspector.
Note: Various Boards will have their own filing requirements and procedures. Please contact them directly for further information or some information may be available online at www.avonmass.org .
5. All structures exceeding 35,000 cubic feet require construction control affidavits.
6. All fire alarm and fire protection equipment and systems require permits and Fire Department review.
7. DIG SAFE number. (for dig safe info www.digsafe.com .)
8. All Energy Conservation documents as required by 780CMR Ch. 13 Amended International Energy Conservation Code and/or ASHRAE handbook are required with application. (available at www.energycodes.gov)
9. Non refundable Application Fee must be paid in **FULL** with application permit fee to be determined from attached schedule.
10. As “Bonding” agents, the Board of Selectmen may be the last to sign or endorse the application.
11. Complete application with required endorsement. Three (3) copies of building and site plans, certificates, affidavits, energy conservation, waste removal, etc. must be filed with the Building Inspector for approval and issuance of a permit.
12. Certification that all taxes, bills and fees due the Town of Avon are paid in full.

RESIDENTIAL PERMITS – NEW, ALTERATIONS AND ADDITIONS

1. Application and accompanying documents filled out COMPLETELY.
2. All plans must be certified by designer to be in compliance with 780CMR 7th edition.
3. Endorsements of other Boards may be required by Building Inspector.
4. Energy code calculations (See energycode.gov), 780CMR Amended, and/or International Energy Conservation Code (IECC)
5. Photocopies of construction supervisor's license (CSL) and Home Improvement Contractor's registration (HIC).
6. Three (3) copies of site and building plans.
7. Certification that all taxes, bills and fees due the Town of Avon are paid in full.
8. DIG SAFE number
9. Non Refundable application fee must be paid in full with application permit fee to be determined from attached schedule.

OTHER PERMITS

1. Plot Plan – Two (2) copies – for all pools, sheds, fences, decks and patios.
2. Floor plan – for layout/placement of any alternative energy source.
3. U.L. certificates and manufacturer's installation instructions for heating appliances.
4. Roofing, siding, doors & windows without structural changes do not require plans.
5. All Mechanical Permits require:
 - A. Energy Code Compliance documents (www.energycodes.gov)
 - B. Appliance Efficiency Rating.
6. All fire alarm and sprinkler work except normal maintenance and testing requires a building permit.
7. Copies of all professional and/or trade licenses required by the state of Massachusetts.

DEMOLITION PERMITS

1. All requirements of 780 CMR 33 must be fulfilled.
2. Certification of disconnect for the following: Gas, Electric, Water, Cable, Telephone from the appropriate utility.
3. Certification that the structure is free of asbestos from a licensed remover.
4. Certification from a licensed exterminator that the structure is free of all rodents.
5. DIG SAFE number.
6. Full completed permit application.
7. Certification that all taxes, bills and fees due the Town of Avon are paid in full.

OCCUPANCY PERMITS

Department sign off sheet must be completed before request.

Temporary Occupancy Permits may be issued for limited periods. Failure to complete all requirements for the permanent Occupancy Permit may incur fines of up to \$100.00 per day per violation.

Industrial, Business and Commercial

- 1. Two (2) copies of as built plans for building or structure.**
- 2. Architect or engineer affidavit of compliance and capacity of structure.**
- 3. Contractors affidavit of compliance**
- 4. All final signatures on building permit card (Plumbing, gas, electric, Fire Department).**
- 5. Final grading of topsoil and seeded lawn with erosion preventative must be completed.**
- 6. Letter of Compliance from Conservation Commission.**
- 7. Certification of compliance from Board of Health for wastewater disposal/treatment and water supply if not on Town water.**
- 8. Payment in full of all taxes, bills & fees to the Town of Avon.**
- 9. Address (numbers) must be applied to the structure and be clearly visible from the street.**

RESIDENTIAL

- 1. As built site plan confirming location of structure on lot.**
- 2. Affidavit of compliance as per 780 CMR 5116.1**
- 3. Certification of compliance of wastewater disposal/treatment from Board of Health.**
- 4. Approval of water supply if not on Town water.**
- 5. Letter of compliance (if required) from Conservation Commission.**
- 6. All final signatures on the Building Permit card (Plumbing, gas, electric and Fire Department).**
- 7. Payment in full to the Town of Avon.**
- 8. Copy of smoke & CO detector certificate.**
- 9. Final grading of topsoil and seeded lawn with erosion preventative must be completed.**
- 10. Address (numbers) must be applied to the structure and be clearly visible from the street.**

IMPORTANT

1. All siding permits (wood, vinyl, metal, etc.) application must be accompanied by an electrical permit to remove and replace the electric service.
2. All permits which involve any excavation require a Dig Safe number (1-800 “Dig-Safe”/ 1-800- 344-7233) and may require a “trench” permit issued by the Avon Fire Dept applications available at www.avonmass.org .

I HAVE READ AND UNDERSTAND THE DIRECTIONS ABOVE.

NAME _____

DATE _____