

TIME SAVING INFORMATION FOR APPLICANTS

Prior to filing your application for a building permit: Please note that your application for a permit cannot be processed until it is complete and all required information has been attached. You will be notified by email through the online permit system's chat message of any missing information. Applicants are urged to ensure the applications are complete with all required information to avoid any delays in the permitting process. To assist applicants, what follows are basic document requirements for specific applications. However, this does not preclude the possibility of further information being required.

RESIDENTIAL BUILDING PERMIT APPLICATION:(1 & 2 Family Dwellings Only!)

New Construction:

- Instrument Survey Plan prepared by Registered Land Surveyor showing proposed location of dwelling along with any proposed changes in topography.
- Foundation, Framing & Floor Plans. Plans do not require architect or engineers' stamps unless trusses, engineered lumber or steel is to be used in the construction of the dwelling.
- Architectural elevations of all four sides of the proposed dwelling, showing height above finished grade.
- H.E.R.'s Energy Code Compliance Report.
- Water & Sewer Department approval for the proposed number of bedrooms.
- General Contractor's Massachusetts Construction Supervisors License.
- General Contractor's Worker's Compensation Insurance Affidavit and Liability policy.
- Signed Contract between General Contractor and Property Owner.

Additions (Vertical, Horizontal & Dormers):

- Instrument Survey Plan prepared by Registered Land Surveyor showing proposed location of addition(s) both vertical and horizontal as well as existing dwelling.
- Foundation, Framing & Floor Plans. Plans do not require Architect or Engineers stamp unless trusses, engineered lumber or steel is to be used in the construction of the addition.
- Architectural Elevations of all four sides of the proposed addition showing height above finished grade.
- H.E.R.'s Energy Code Compliance Report if addition is 1,000 square feet or more. If the addition is under 1,000 square feet a "Res-Check" energy code report may be submitted.
- Water & Sewer Department approval if new bedrooms are to be created within the addition.
- General Contractor's Massachusetts Construction Supervisors License and Home Improvement Contractor Registration.
- General Contractor's Worker's Compensation Insurance Affidavit and Liability policy.
- Signed contract between General Contractor and Property Owner.

Interior Alterations, Interior/Exterior Repairs (Roofing & Siding):

- Floor plans if interior of dwelling is to be altered.
- Framing plan if walls are to be removed. If steel, truss or engineered lumber is to be used, the plan must be stamped by an engineer or architect.
- Water & Sewer Department approval if new bedroom is to be created.

- If the dwelling is to be resided, the siding must be placed behind the dwelling's electrical meter in keeping with the requirements of the Braintree Electric Light Department. An electrical permit for the removal of the electrical meter is required to be obtained prior to the issuance of the building permit.
- General Contractor's Massachusetts Construction Supervisors License and Home Improvement Contractor Registration.
- General Contractor Workmen's Compensation Insurance Affidavit and Liability policy.
- Signed contract between General Contractor and property owner.

Decks:

- A survey plan locating proposed deck. If the new deck being proposed is the same size and in the same location, then a survey plan is not required. Please indicate the same size and location in the description of proposed work on application.
- Framing plans include deck, railing and stair frame.
- Foundation plan showing intended foundation type.
- General Contractor's Massachusetts Construction Supervisors License and Home Improvement Contractor Registration.
- General Contractor's Workman's' Compensation Insurance Affidavit and Liability Policy.
- Signed contract between General Contractor and property owner.

Sheds:

- Survey plan locating proposed shed. Please note sheds must be a minimum of five (5') feet from side and rear property lines and twenty (20') feet from any street line.
- Framing plan for shed construction. If the shed is prefabricated, then a brochure describing the shed's construction is needed.
- General Contractor's Massachusetts Construction Supervisors License and Home Improvement Contractor Registration.
- General Contractor Workmen's Compensation Insurance Affidavit and Liability Policy.
- Signed contract between General Contractor and property owner.

COMMERCIAL BUILDING PERMIT APPLICATION: (3 FAMILY & ALL OTHER USES)

New Construction:

- Instrument Survey Plan prepared by Registered Land Surveyor Locating proposed building.
- Foundation, Framing, Floor Plans stamped by Massachusetts Registered Engineer or Architect.
- Architectural Elevations for all four sides of proposed building indicating height above finished grade stamped by Registered Engineer or Architect.
- Energy Code Compliance Report.
- Water & Sewer Department approval.
- Approval of Planning Board and/or Zoning Board of Appeals recorded in Norfolk County Registry of Deeds.
- Town of Braintree Storm Water Management Approval.
- Initial Massachusetts Construction Control Affidavit completed and stamped by Massachusetts Registered Engineer or Architect.
- General Contractor's Massachusetts Construction Supervisors License.
- General Contractor's Worker's Compensation Affidavit and Liability Policy.
- Signed contract between General Contractor and property owner.

Additions: (Vertical, Horizontal, Dormers)

- Instrument Survey Plan prepared by Registered Land Surveyor locating proposed addition.
- Foundation, Framing, Floor Plans stamped by Massachusetts Registered Engineer or Architect.
- Energy Code Compliance Report.
- Water & Sewer Department Approval.
- Approval of Planning Board and/or Zoning Board of Appeals recorded in Norfolk County Registry of Deeds if applicable.
- Initial Massachusetts Construction Control Affidavit completed and stamped by Massachusetts Registered Engineer or Architect.
- General Contractor's Massachusetts Construction Supervisors License.
- General Contractor's Worker's Compensation Insurance Affidavit and Liability Policy.
- Signed contract between General Contractor and property owner.

Interior Alterations, Interior/Exterior Repairs: (Roofs & Siding)

- Floor plans if interior space is to be altered stamped by Massachusetts registered engineer or architect.
- Framing plans if interior framing is to be performed stamped by Massachusetts registered engineer or architect.
- Water & Sewer Department approval if use of building is to be changed.
- If the building is to be re-sided, then an electrical permit for the removal of the electric meter to allow siding behind the meter must be obtained prior to issuance of building permit in accordance with requirement of Braintree Electric Light Department.
- If the building is to be re-roofed, manufacturers' specifications for roofing to be installed must be provided.
- Initial Massachusetts Construction Control Affidavit completed and stamped by Massachusetts Registered Engineer or Architect.
- General Contractor's Massachusetts Construction Supervisors License.
- General Contractor's Worker's Compensation Insurance Affidavit and Liability Policy.
- Signed contract between General Contractor and property owner.

POOL PERMIT APPLICATIONS: (Residential & Commercial)

Inground Pools:

- Instrument Survey Plan prepared by Registered Land Surveyor locating proposed inground pool and any proposed changes in topography. Inground pools must be located ten (10) feet from side and rear lot lines and twenty (20') feet from any street line.
- Stamped plans for construction of inground pool.
- Home Improvement Contractor Registration from Pool Installer.
- Worker's Compensation Insurance Affidavit and Liability Policy from Pool Installer.
- Signed contract between pool installer and property owner.
- An electrical permit must be obtained prior to issuance of the building permit.

Above Ground Pools:

- Survey plan locating proposed pool.
- Pool brochure describing proposed pool.
- Home Improvement Contractor Registration from pool installer.

- Worker's Compensation Insurance Affidavit and Liability Policy from Pool Installer.
- Signed contract between Pool Installer and property Owner.
- An electrical permit must be obtained prior to issuance of the building permit.

PHOTOVOLTAIC SOLAR PANEL PERMIT APPLICATIONS: (Residential & Commercial)

- Solar panel manufacturers specifications inclusive of installation.
- Letter from Professional Engineer attesting to adequacy of roof to accept solar panels.
- Installers Massachusetts Construction Supervisors License
- Installer Home Improvement Contractor Registration for installations involving 1 & 2 Family Dwellings.
- Worker's Compensation Insurance Affidavit and Liability Policy for Installer.
- Signed contract between Installer and Property Owner.
- An electrical permit must be obtained prior to issuance of the building permit.

DEMOLITION PERMIT APPLICATIONS: (Residential & Commercial)

Please note that a demolition permit is only for the complete demolition of a structure and not for selective demolition of portions of buildings. Buildings that are seventy-five (75) years or older are subject to Town Bylaws under the provision of "Demolition Delay" which if imposed by the Town's Historic Commission could delay the issuance of the permit.

- Town of Braintree Demolition Sign-Off Form.
- Demolition Contractor's Massachusetts Construction Supervisors License.
- Demolition Contractor's Home Improvement Contractor Registration if a 1 or 2 Family Dwelling is involved.
- Contractor's Worker's Compensation Insurance Affidavit and Liability Policy.
- Signed contract between Contractor and property Owner.

TENT PERMIT APPLICATIONS: (Residential & Commercial)

- Flame resistance certification for tent.
- Tent installers Workmen's Compensations Insurance Affidavit and Liability Policy.
- Commercial tent applications must have a site plan describing the intended location of the tent.
- Approval of Braintree Fire Department if Tent is to be heated.
- In the description of intended work dates for tent erection and removal must be noted.
- If the tent capacity is over 50 people and with sides, illuminated exit signs must be provided for ALL exits.
- Sign contract between Tent Installer and property owner.

SOLID FUEL BURING APPLIANCE PERMIT APPLICATION:

- Manufacturer's Installation instructions inclusive of testing laboratory approval, required hearth, distance to combustibles and required chimney.
- Installers Massachusetts Construction Supervisors License and Home Improvement Contractor Registration.
- Installers Worker's Compensation Insurance Affidavit and Liability Insurance Policy.
- Signed contract between installer and property owner.

TRENCH PERMIT APPLICATIONS: (Residential & Commercial)

- Massachusetts Hydraulic license.
- Purpose for trench in terms of utility must be included in description of work.
- Contractor Worker's Compensation Insurance Affidavit and Liability Policy.

H.V.A.C. PERMIT APPLICATIONS (Residential & Commercial)

- **Mechanical** permit applications are required for the installation of all components except for duct work.
- **Sheet Metal** permit applications are required for all duct work to be installed in conjunction with mechanical system installation.
- All mechanical and sheet metal permit applications require the appropriate Massachusetts license, Worker's Compensation Insurance Affidavit and Liability Insurance.
- All Mechanical and Sheet Metal permit applications require a signed contract between the Contractor and property owner.