

**TOWN OF WEST STOCKBRIDGE
BUILDING PERMIT/SITE PLAN REVIEW
APPLICATION INSTRUCTIONS**

A building permit is required for most construction projects, including but not necessarily limited to:

New Structures
New Additions
New Roof sheeting on existing structure
New Roofing material
New Interior Partitions in existing structure
New Sheetrock in existing structures
New Windows or skylights in existing structure
New Foundation on existing structure
New Chimney, fireplace or woodstove in existing structure
New Doorway in existing structure, if it includes framing
New Staircase in existing structure
New Accessory Buildings
Demolition/Removal of structures
Moving an existing structure

We recommend that in all cases, regardless of the type of construction, that an applicant consult with the Building Commissioner /Zoning Enforcement Officer prior to submitting a building permit application. **For new homes, additions and other new buildings, the following SITE PLAN REVIEW is required.** Projects not requiring substantial new construction may not need all of these reviews.

- 1) Contact the Building Commissioner/Zoning Enforcement Officer, Don Fitzgerald at 413.232.0300 ext. 313. He will provide information on State Building Codes and Requirements and advise you if your project conforms to the Town of West Stockbridge Zoning Bylaws.
- 2) The Town Clerk's Office issues house numbers for new homes. Please contact the Office to obtain an application.
- 3) Obtain a sign-off from the Conservation Commission to determine if there are wetlands present that may restrict building.
- 4) Obtain a sign-off from the Board of Health and/or obtain a well permit for new buildings and certain additions. You will also need to obtain a septic system permit.
- 5) Submit three (3) copies of the completed Building Permit/Site Inspection Plan Review Application along with building plans and a certified plot plan showing the location of any new structures to the Building Commissioner. Include the **Permit Fee, made payable to the Town of West Stockbridge.**
Fee: Twenty Five Dollars (\$25), plus twenty Five Cents (\$.25) per square foot of structure area (including all porches and decks). Please note that a discounted fee of \$25 plus \$.05 per square foot applies to those who can demonstrate that the permit is for low and moderate income housing or that the applicant is a non-profit developing affordable rental housing.

- 6) Submit a driveway permit application to the Highway Superintendent
- 7) You must have an approved septic system (unless municipal sewer is available) and a source of potable water at the time of submittal.
- 8) Install foundation and call the Building Commissioner before backfilling for inspection.
- 9) Obtain a Plumbing Permit from the Plumbing Inspector
- 10) Obtain a Wiring Permit from the Wiring Inspector.
- 11) Obtain Gas or Oil Burner Permit(s) if applicable
- 12) The Building Commissioner inspects after plumbing and wiring is installed, but before studding is covered.
- 13) Final sign-offs by the Wiring and Plumbing Inspectors needed when building is substantially completed.
- 14) Final Inspection by the Building Commissioner and issuance of a Certificate of Occupancy.

STATE AND LOCAL LAWS AND BYLAWS

The Town of West Stockbridge strictly enforces the provisions of the Massachusetts State Building Code, the Zoning Bylaws, the Sub-Division Control Law, Regulations of the Board of Health and Conservation Commission and other laws relative to the protection and safety of public health and safety. The applicant is responsible for adherence to all of the above and failure to adhere to these measures may result in the revocation of the building permit.

MASSACHUSETTS WETLANDS PROTECTION ACT

Any proposed alteration of land within 100 feet of most wetland or flood prone areas require that a Request for Determination of Applicability to the Conservation Commission. The Commission, at a Public Meeting will determine whether or not the proposed activity will impact the wetlands. If the Conservation Commission determines that the activity will not impact a wetland, the applicant may proceed under the terms of the building permit. If the Conservation Commission determines that the proposed activity will impact a wetland, the applicant shall be required to file a Notice of Intent and receive an Order of Conditions from the Conservation Commission. Any submission to the Conservation Commission must be filed prior to the commencement of work.

QUESTIONS

Questions regarding this application should be directed to the appropriate Inspector, Board, Officer or Commission. Please review to Contact List for appropriate contact information.