

Department of Inspections and Enforcement

Town Of GREENFIELD, MASSACHUSETTS

Town Hall, Greenfield, Mass, 01301 Phone (413) 772-1404 Fax 772-2238



INSTRUCTIONS FOR BUILDING PERMIT APPLICATION

Dear Building Permit Applicant:

If you are applying for a Town of Greenfield building permit there are some things that you should know that will help to expedite your application.

1. You or your contractor must fill out one of the enclosed building permit applications (either Residential or Commercial).
 - If you are changing the footprint of an existing building in any way, or if you are constructing a new building, you must submit construction drawings with your building application.
 - If you are building a new one or two family home, you will need to submit energy calculations using one of several accepted options.
 - Please do not fill in any sections where you are not sure of the correct information requested.
 - We are available to help you complete the application.
2. If you are moving any electrical devices or fixtures or installing any wiring at all, your licensed electrical contractor must fill out an Application for Permit to Perform Electrical Work. There are no exceptions. You will not be able to obtain all your building inspections in a timely manner if there is electrical work of any kind being done without an electrical work permit.
3. If you are doing any plumbing at all, moving or installing a sink, shower, tub or toilet – any plumbing fixture or any plumbing pipe work – your licensed plumbing contractor must apply for a plumbing permit, Massachusetts Uniform Application to Do Plumbing. There are no exceptions. Once again, you will not be able to obtain your building inspections if any plumbing is being done without a plumbing permit.
4. If you are installing or moving any gas-burning appliances or moving or installing any gas pipe, your licensed plumbing contractor will need to submit a Massachusetts Uniform Application for Permit to Do Gasfitting to obtain a gasfitting permit. There are no exceptions.
5. Please complete and submit the enclosed Septic System Verification Form. If you are adding one or more bedrooms to an existing residence, you will need to arrange to have a full septic system inspection conducted by an engineer or a licensed Title V Inspector. If you are changing the footprint of an existing building in any way, even if there is no increase in design flow (additional bedrooms), you will need to have a system inspected to determine the location of all system components, including the reserve area, in order to ascertain that none of the proposed construction will be done over any of the existing system components.

Prior to starting the proposed work, you must have an approved building permit. All building permit applications are reviewed by the Department of Public Works (DPW), the Health Inspector, the Conservation Agent, and the Permits Manager in addition to the Inspector of Buildings to ensure

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compliance with the Massachusetts Building Code, The Greenfield Zoning Ordinance, DPW regulations, the Massachusetts Wetlands Protection Act, the Greenfield Wetlands Protection Ordinance and Massachusetts Title V Sanitary Regulations. It may take as long as several weeks for these reviews so it is advisable to submit the completed application several weeks before you plan to start excavation, demolition or construction.

Please be aware that in some cases, other Town of Greenfield permits, licenses or approvals may be required in addition to those listed above. For new construction or additions to existing structures, you may need to file for a permit with the Greenfield Conservation Commission if the proposed work is within 100 feet of a wetland resource area or within 200 feet of a perennial river or stream. Part of the building permit application review procedure does include a site inspection to determine if a filing with the Conservation Commission is necessary. However, costly contractor delays can be avoided if it is known beforehand that a wetland permit is required. If there is a question about whether or not there are wetlands involved, it is recommended that you contact the Conservation Agent, located in the Greenfield Department of Planning and Development at 14 Court Square. The phone number is 413.772.1548 extension 131.

Some other permits that may be required in some cases are:

- Access Permit for new or reconfigured driveways and curb cuts (DPW)
- Excavation Permit (DPW)
- Digsafe approval and layout – requires 3 days prior notice (1-800-DIGSAFE, 1-800-344-7233)
- Water and/or Sewer Connection Permit (DPW)
- Disposal Works Construction Permit for work on a new or existing septic system (Health Department)

Also, for new residential or commercial uses or changes in use, the Inspector of Buildings must issue a Certificate of Occupancy prior to any occupancy of the premises.

Thank you for your cooperation with the Town of Greenfield Inspection Office. Please call the Inspector of Buildings at 413.772.1515 or 413.772.1566 with any questions or if you require any additional information about this permits procedure.