



TOWN OF BELMONT OFFICE OF PLANNING & BUILDING

Homer Municipal Building, 19 Moore Street
BELMONT, MASSACHUSETTS 02478-0900
Telephone: (617) 993-2664

BUILDING PERMIT/CONSTRUCTION PROCESS

The Massachusetts State Building Code (780 CMR) allows Building Departments thirty (30) days to act on a building permit application. Building permits are usually issued within ten days assuming all required information detailed below is provided at the time of original submission.

1. The Building Permit application - completed and signed by the homeowner or his/her authorized agent.
2. The fee is based on \$15.00 per \$1,000 of construction cost with a minimum fee of \$50.00.
3. The Homeowner License Exemption Form -is required for work involving a single- or two-family residence if:
 - 1)the contractor does not have a State Construction Supervisors License, or
 - 2)the homeowner is seeking the building permit.
4. The Debris Form must be completed indicating where debris from the construction site will be disposed.
Note: The Town's residential trash collection does **not** included construction debris.
5. The Workers' Compensation Insurance Affidavit- must be completed by the license contractor or the homeowner performing the work.
6. Valid licenses and a photo I.D. must be presented at the time of application.
7. A plot plan stamped by a Massachusetts Registered Land Surveyor must be submitted with every building permit application for the construction of a new building, an accessory building, or an addition to an existing building. All plans must conform to the "Regulations for Plot Plans for Building Permits" and must include existing and proposed open space and lot coverage percentages.
8. Plans and Specifications: Every application must be accompanied by two (2) copies of specifications and plans drawn to scale with sufficient clarity, detail and dimensions to show the nature and character of the work to be performed. **All plan sets larger than 11x17 must also include an electronic .pdf version of the plans.** This information will be thoroughly reviewed to determine code compliance. The degree of completeness and accuracy will have a direct bearing on the time required for review and approval. Plans should include but not be limited to:
 - Foundation plan with anchor bolt locations and clearly showing a minimum four (4) foot depth to bottom of all footings.
 - Structural, mechanical and electrical plans in sufficient detail to determine code compliance. (Include exterior building envelope component materials with R-values, heat loss information, HVAC sizing, etc. for energy code compliance in accordance with Appendix J of 780 CMR Massachusetts State Building Code.)
 - All plans and specifications for any building containing more than 35,000 cubic feet of enclosed space, except single or two-family dwelling(s), must be stamped and signed by a qualified registered professional engineer or architect.
9. A dumpster permit must be obtained from the Health Department if a dumpster will be utilized in conjunction with this project.

10. *The Conservation Commission must approve any construction that is proposed within an area subject to control by the Wetlands Protection Act and/or the Rivers Protection Act. Wetlands maps are located within this office.*
11. *The Board of Health must approve any construction that is proposed for any food service establishment.*
12. *The Belmont Fire Prevention Office must review and approve all plans for fire protection, as required by building code, for additions and/or major renovations.*
13. *The Historic District Commission must approve any exterior work in the Historic District. Historic District “Rules & Regulations”, “Application & Instructions”, and maps are located in this office.*
14. *The Planning Board must approve any new or expanded driveway opening in the stone walls or tree work adjacent to Somerset Street, since this street is designated a “Scenic Road”.*
15. *A special permit and/or variance will be required from the Zoning Board of Appeals if the proposed construction does not conform to current zoning regulations.*
16. *The building permit must be posted at the site in clear view and protected from the weather at all times until the final inspection or Certificate of Use and Occupancy is issued.*
17. *Stormwater Management and Erosion Control Bylaw: §60-325 of the general By-Law is applicable to all commercial projects, new residential construction and substantial renovation/construction on existing One, Two and Three family residential properties. Please reach out to the Engineering Division at Engineering@belmont-ma.gov to obtain the permit application.*

The following is a list of the minimum required inspections to be performed. It is the applicant’s responsibility to notify each inspector at least 24 hours in advance of each required inspection. Building inspections are done Monday-Friday, 10:00 a.m. to 12:00 noon. Note: These are the minimum inspections required; complex projects may require additional inspections. It is the applicant’s responsibility to contact the building commissioner to discuss any additional inspections, which may be required.

1. **Excavation:** *Inspection must occur prior to the installation of footings or forms.*
2. **Foundation:** *Inspection must occur after foundation walls are erected, damp proofed, and perimeter drain installed but prior to any backfilling.*
3. **Framing:** *Inspection must occur after all framing is completed, but prior to the installation of any in insulation or finish material. All plumbing, gas, fire detection systems, and electrical “rough” work must be completed and approved by appropriate inspector prior to this inspection.*
4. **Insulation:** *Inspection must occur after all insulation, baffles, and vapor barriers are installed but prior to the installation of any finish material or wallboard.*
5. **Final:** *The inspection must occur upon completion of all work and approval by plumbing, gas, electrical and/or fire alarm inspectors but prior to occupancy of any new building or part thereof.*

If you have any additional questions regarding the building permit process, please call the Office of Planning & Building at (617) 993-2650 between the hours of 8:00-10:00 a.m. Monday-Friday.

LIST OF PHONE NUMBERS

BUILDING INSPECTOR 617-993-2664
 SCHEDULE INSPECTIONS 617-993-2663
 ELECTRICAL INSPECTOR 617-993-2661
 PLUMBING & GAS 617-993-2662
 DPW, ENGINEERING DIVISION 617-993-2665