

City of Newton



Ruthanne Fuller
Mayor

Inspectional Services Department

John D. Lojek, Commissioner
1000 Commonwealth Avenue
Newton Centre, MA 02459-1449
www.newtonma.gov

Telephone
(617) 796-1060
Fax
(617) 796-1086
Email
ISD@newtonma.gov

BUILDING PERMIT APPLICATION CHECKLIST

Property Address: _____

		Yes	No	N/A
Building Permit Application form, filled out completely				
Contractor's signature and homeowner's signature				
Construction Supervisor License (CSL) and Home Improvement Registration (HIC)				
Workers' Compensation Insurance Affidavit and Certificate				
Debris Removal; Location of Facility (on back of building permit application)				
Condominium Notification Form; if applicable				
Homeowner Exemption Form, if applicable				
Tree Permit; Any exterior work				
Indicate Energy Code Compliance and/or Projected HERS Rating				
Construction Control Affidavits (signed and sealed); buildings containing over 35,000 cubic feet				
Floor Area Ratio (FAR) Calculation				
Fire Department Approval; Stamped plan must be on USB Flash Drive				
Building Plans should include:	Elevations, floor plans, foundation, and framing			
	(1) set of hardcopy plans and (1) USB Flash Drive with all stamps and signatures in .PDF format (combined and scrollable)			
	Attic/half story calculations			
	Structural stamps as required: plans depicting structural steel or engineered lumber require a stamp from a licensed professional			
	Manufactured Buildings; Refer to 780 CMR 110.R3 Checklist			
Survey by Registered Land Surveyor (stamped) showing:	Open space, Lot coverage (existing and proposed)			
	Setbacks			
	Average Grade			
	Height			
	Elevations for garage floor, basement, and 1 st floor			
	Parking			
	Location of Mechanical Equipment			

	Yes	No	N/A
Engineering Department Approval; Stamped plans must be on USB Flash Drive			
Engineering Department Memorandum			
Water & Sewer Service: Dwelling or structure built prior to 1970; Gutting more than 50% or increase of more than 1,000 sq. ft new water and sewer must be installed			
Historic Commission Approval: (Historic Districts or if building is over 50 years old) Preservation Planner may need to review building plans once submitted for building permit to confirm plans submitted match plans submitted to historic commission; refer to historic decision. Note: Historic districts always require additional review			
Conservation Commission Approval			
Health Department; Food Establishments, Septic: Change of footprint and/ or additional bedroom			
Architectural Access Board Accessibility			
Zoning: Is it an allowed use in the district?			
Copy of recorded special permit or variance (as applicable)			
If new construction, has demolition permit been issued? *New construction building permit will not be issued until demolition permit is issued			
Supporting information regarding buildable lot status; (subdivision and/or grandfathered)			
Address: If new lot created or subdivided lot an address is required to be obtained from Engineering Department prior to building permit submittal			
Permit Fee: \$20.00 per \$1,000.00 of construction or fraction thereof *Rounded up to the nearest thousand			

Notes:

Contact Us

Inspectional Services Department

City Hall
2nd Floor (Room 202)
1000 Commonwealth Avenue
Newton, MA 02459
(617) 796-1060

Building Inspectors

(617) 796-1060
(617) 796-1086 Fax
Office Hours: 7:00am - 9:00am and 3:00pm - 4:00pm

Electrical Inspectors

(617) 796-1060
(617) 796-1086 Fax
Office Hours: 7:00am - 9:00am and 3:00pm - 4:00pm

Plumbing/Gas Inspectors

(617) 796-1060
(617) 796-1086 Fax
Office Hours: 7:00am - 9:00am and 3:00pm - 4:00pm

Staff	Title	Phone	Email
Ciccariello, Anthony	Commissioner	(617) 796-1064	aciccariello@newtonma.gov
Mavrelis, Andy	Deputy Commissioner/Plans Examiner	(617) 796-1078	amavrelis@newtonma.gov
Vacant	Zoning Code Enforcement	(617) 796-1063	
Edrehi, Chuck	Leaf Blower Enforcement	(617) 796-1126	cjedrehi@newtonma.gov
Finamore, Deb	Executive Administrator	(617) 796-1061	dfinamore@newtonma.gov
Radulov, Julie	Development Service Assistant	(617) 796-1076	jradulov@newtonma.gov
Gifford, Alan	Building Inspector	(617) 796-1066	agifford@newtonma.gov
Gilbert, Paul	Building Inspector	(617) 796-1088	pgilbert@newtonma.gov
Johnson, Jeff	Building Inspector	(617) 796-1067	jjohnson@newtonma.gov
Lamplough, Buddy	Building Inspector	(617) 796-1069	clamplough@newtonma.gov
Nelson, Paul	Building Inspector	(617) 796-1068	pnelson@newtonma.gov
Cerone, David	Electrical Inspector	(617) 796-1074	dcerone@newtonma.gov
McDonald, Billy	Electrical Inspector	(617) 796-1077	bmcdonald@newtonma.gov

Staff	Title	Phone	Email
McGourty, John	Electrical Inspector	(617) 796-1087	jmcgourty@newtonma.gov
Cammisaro, Paul	Plumbing/Gas Inspector	(617) 796-1081	pcammisaro@newtonma.gov
Ivester, Don	Plumbing/Gas Inspector	(617) 796-1073	divester@newtonma.gov
Lally, James	Plumbing/Gas Inspector	(617) 796-1130	jlally@newtonma.gov
Patten, Kristen	Office Information Coordinator	(617) 796-1079	kpatten@newtonma.gov

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AFFIDAVIT FOR FINAL COST OF CONSTRUCTION

In accordance with the provisions of the Massachusetts State Building Code, 780 CMR 51.00, Section 5110.4 and 5114.2, the total estimated cost of the construction including all related construction costs* of the building located at _____ amounts to \$ _____.

I, _____, being the person referred to as the owner identified below, do solemnly swear that the statements made herein are strictly true and correct and made in good faith.

*Related construction costs include all work done with or concurrently with the work contemplated by the Building Permit including demolition, plumbing, heating, electrical, air conditioning, painting, carpentry, landscaping, site improvement, etc. Furnishings and portable equipment are not part of the total construction costs.

Signature of Owner

COMMONWEALTH OF MASSACHUSETTS

_____ s.s. _____ 20_____.

Then personally appeared the above named _____ and made an oath that the above statement is true.

Before Me,

Notary Public

OFFICIAL USE:

Final Cost: _____
Original Estimate cost of general work: _____
Cost Difference: _____
Additional Fee Required: _____
TO AMEND FEE UNDER PERMIT NO.: _____