# 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 for	m, filled out completely			
Contractor's signature and home	owner's signature			
Construction Supervisor License	e (CSL) and Home Improvement Registration (HIC)			
Workers' Compensation Insuran	ce Affidavit and Certificate			
Debris Removal; Location of Fa	cility (on back of building permit application)			2000000
Condominium Notification Form	n; if applicable			
Homeowner Exemption Form, is	fapplicable			
Tree Permit; Any exterior work				
Indicate Energy Code Complian	ce and/or Projected HERS Rating			
Construction Control Affidavits	(signed and sealed); buildings containing over 35,000 cubic feet			
Floor Area Ratio (FAR) Calcula	tion			
Fire Department Approval; Stan	nped 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	Open space, Lot coverage (existing and proposed)			
Surveyor (stamped) showing:	Setbacks			
	Average Grade			
	Height			
	Elevations for garage floor, basement, and 1st floor		NE GIVE	
	Parking			
	Location of Mechanical Equipment			

	Yes	No	N/A
Engineering Department Approval; Stamped plans must be on USB Flash Drive			
Engineering Department Memorandum		1	1
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	<del> </del> -		-
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Zoning: Is it an allowed use in the district?			
Copy of recorded special permit or variance (as applicable)			1
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If new construction, has demolition permit been issued?		l	ľ
*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	<u> </u>	<u> </u>	
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:			
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## **Contact Us**

#### **Inspectional Services Department**

y 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

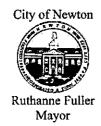
. rice Hours: 7:00am - 9:00am and 3:00pm - 4:00pm

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) <b>796-1</b> 069	clamplough@newtonma.gov
elson, 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
lvester, 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

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I,identified below, do solemnly swear that the statement	, being the person referred to as the
identified below, do solemnly swear that the statemed made in good faith.	ents made herein are strictly true and correct
*Related construction costs include all work done with Building Permit including demolition, plumbin carpentry, landscaping, site improvement, etc. Furnitotal construction costs.	g, heating, electrical, air conditioning, pai
	Signature of C
COMMONWEALTH OF MASSACHUSETTS	
S.S	_ 20
Then personally appeared the above named made an oath that the above statement is true.	
,	Befor
	Notary 2
OFFICIAL USE:	
Final Cost:	
Original Estimate cost of general work:	
Cost Difference:	
Additional Fee Required:	
Traditional to traductor.	