

TO OBTAIN A PERMIT FOR COMMERCIAL CONSTRUCTION- file the following:

1. **One (1) Application Form** completed with all necessary signatures
2. **Three (3) sets of construction plans** (1 - Building Department, 1 - Fire Department, 1 - Returned to Property Owner). Be sure smoke/fire/CO detectors are marked. **Stamped Plan to remain on job site. Designed Duct Work Plans required (need Sheet Metal License)**
3. **Technical documentation** required for all engineered lumber, Ex.: Trusses, I-Joists, Lams, etc.
4. **One (1) site plan** with wet stamp by Massachusetts registered land surveyor.
5. If sewers are available, a **Sewer Entry Slip** which must be obtained through the DPW by a **"licensed drain layer"**.
6. If city water is available, a **Letter of Availability** from the respective water department (Springfield, Wilbraham or South Hadley).
7. No city water - **Well must be drilled and tested** prior to application. Results to be submitted to the Board of Health (copy to Dept. of Inspectional Services)
8. Septic Tanks - A **"Disposal Works Construction Permit"** must be obtained from the Board of Health. **Percolation Tests fall under the Board of Health**
9. **"Street Opening Permit"** to be obtained from the DPW on public ways. Copy of plot plan submitted with building application is required.
10. Conservation Commission - if a lot is **within 100' of a wetlands, swamps, marsh, bog, pond, OR within 200' of a stream**, the applicant should contact the Conservation Commission for an **"Order of Conditions"**.
11. **WORKER'S COMPENSATION AFFIDAVIT** - must be filed with the application
12. **NON-CONFORMING LOTS** - if a lot does not meet the current zoning requirements, copies of all deeds from the present deed, back to the time of the sub-division or 1955 when the Zoning Bylaws were adopted must be reviewed and a determination will be made.
13. Energy Conservation Chapter 13 of 780 CMR. (COMcheck--May be downloaded from www.energycodes.gov)
14. File for verification of tax payments in accordance with Town Bylaws, Chapter II. §36
15. New Subdivisions not yet accepted by Town – need Planning Board Covenants Release.
16. Inter Departmental Review Form to be completed.
17. File Storm Water Management Plan Application for lots/projects disturbing over one (1) acre with D.P.W.
18. Apply for Fire Dept. & Sheet Metal permits; Electrical, Plumbing and Gas Permits are required after building permit is issued.

IN ACCORDANCE WITH THE STATE BUILDING CODE §111.1, ACTION MUST BE TAKEN ON THE SUBMITTED PLANS AND ON THE APPLICATIONS WITHIN THIRTY (30) DAYS OF RECEIPT. ALL INFORMATION MUST BE FILED AT THE TIME OF APPLICATION. ACTION WILL NOT BE TAKEN ON INCOMPLETE FILINGS.

**JUSTIN LARIVEE
BUILDING COMMISSIONER**

DEPT. OF INSPECTIONAL SERVICES
488 CHAPIN STREET, 3RD FLOOR, ROOM 305
LUDLOW, MA 01056
(413) 583-5605 ext. 1210
Fax (413) 583-5603
TTY (413) 583-5668

Effective 10/7/11