

## TO OBTAIN A PERMIT FOR A MODULAR BUILDING

1. One permit Application completed with all necessary signatures —to be signed by the Construction Supervisor (**per 3505.1.1**)
2. Letter of Certification for the Installer (**per 3508.1.1—may be CSL of record**)
3. Plot/**Foundation** plan
4. Required Municipal paperwork
  - a) If sewers are available, a **Sewer Entry Slip** which must be obtained through the DPW by a "licensed drain layer".
  - b) If city water is available, a **Letter of Availability** from the respective water department (Springfield, Wilbraham or South Hadley).
  - c) 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)
  - d) Septic Tanks - A "**Disposal Works Construction Permit**" must be obtained from the Board of Health. Percolation Tests fall under the Board of Health
  - e) "**Street Opening Permit**" to be obtained from the DPW on public ways. Copy of plot plan submitted with building application is required.
  - f) 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".
  - g) **WORKER'S COMPENSATION AFFIDAVIT** - must be filed with the application
  - h) **ENERGY CONSERVATION APPLICATION FORM (APPENDIX J - STATE BUILDING CODE-REScheck-Version 4.1.3 Release or later (Massachusetts version)** -May be downloaded from [www.energycodes.gov](http://www.energycodes.gov))
  - i) **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.
  - j) File for verification of tax payments in accordance with Town Bylaws, Chapter II. §36
  - k) New Subdivisions not yet accepted by Town – need Planning Board Covenants Release
  - l) File Storm Water Management Plan Application for lots/projects disturbing over one (1) acre with Department of Public Works
  - m) Inter Departmental Review Form to be completed
5. Two\* (2) sets of Manufacturers' plans with the cover sheet bearing:
  - a) Third party approval stamp
  - b) MA architect seal of registration
  - c) BBRS stamp of Approval (when dealing with a systems builder)

(\*1 – Dept. of Inspectional Services, 1 - Returned to Property Owner) (**Stamped plan to remain on job site**) (\*3 sets if commercial/Fire dept.)
6. Two\* (2) sets plans for any site built additions
7. One (1) site plan with **wet** stamp by Massachusetts registered land surveyor.
8. Manufacturer's site installation or set manual (or approved drawings, detailing **EXACTLY** how the building is to be attached to the foundation, supports, girders, and to other boxes)
9. The Annual Recertification Notice from the Administrator of the BBRS
10. Apply for all Fire, Department, Electrical, Plumbing and Gas Permits

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 ST., 3rd FLOOR, ROOM 305  
LUDLOW, MA 01056

(413) 583-5605 ext. 1210  
Fax (413) 583-5603  
TTY (413) 583-5668

**SEE BACK OF FORM FOR ADDITIONAL INFORMATION**

## **Initial Inspections**

1. Usual site and foundation inspection
2. Modular units” - upon arrival at the site – for the BBRs labels and date plate as located on the approved plan and visual inspection for damage and obvious non-compliance with code
3. Initial placement – attachments to be in compliance with the installation manual or approved connection drawings and again inspect for obvious damages

## **Prior to Issuance of Certificate of Occupancy the following items must be met:**

1. Gas, plumbing and electrical inspectors shall signify compliance with the specialized codes after appropriate non-destructive test
2. Fire Department shall signify compliance of smoke detection system
3. Site-built additions shall be inspected and comply with the code
4. Building Official shall make a final inspection

## **The following items will be checked:**

1. Foundation anchorage (including number and size of sills and bolts)
2. Appropriate foundation waterproofing/damp-proofing, and drains
3. Thermal envelope around stairs to unheated spaces, and unheated basement perimeter and ceiling/floor
4. Run and rise, headroom, and handrails and guards of all stairs
5. Chimney and shaft firestopping
6. Location of bearing columns and size of plates **EXACTLY** as shown on plans
7. Venting of plumbing continued through the roof on the site
8. Mechanical venting of bathrooms continued to exterior
9. Bolting of main carrier AND upper portions of modular, including some top plate or roof members per approved installation manual or approved details.