Building Permit Application SIGN-OFFS
TOWN OF NEW SALEM

Town Boards and Departments must be consulted by applicants for Building Permits to obtain notice of compliance with Town regulations, where applicable. Please contact the Building Inspector for clarification on which signatures are required, at 978 544 2236 between 7AM and 8PM or ppdelorey@aol.com

Address_____ Date _____

Owner_____ Phone # _____ E-Mail _____

Contractor_____ Phone# _____ E-Mail _____

1. BUILDING INSPECTOR: CONSULT with Building Inspector to determine which sign-offs are required

        Initial Plan discussion:_____Date:_____

2. CONSERVATION COMMISSION: <u>ALL EARTH WORK. INCLUDING EXCAVATION AND/OR GRADING AND TREE CUTTING</u> require approval by the Conservation Commission. To reach the Conservation Commission, Contact: Sue Cloutier, 978 544 7500

        The above site <u>has</u> /<u>has no</u> conditions for construction set by the Conservation Commission. Please indicate conditions if any:_____

        Approval:_____ Da te:_____

3. BOARD OF HEALTH (BOH): <u>NEW DWELLINGS/ADDITIONS</u> require potable water and a Septic System Design, which must be approved by the BOH.   Contact: 978 544 9673.

        Is this construction site within 100 feet of any wetlands, streams or standing water? _____YES_____NO

        The above site <u>has</u> /<u>has no</u> conditions for construction set by the Conservation Commission. Please indicate conditions if any:_____

        Approval:_____ Date:_____

4. HIGHWAY DEPARTMENT: <u>NEW DWELLINGS</u> require a Driveway Permit. Contact: Tom Swan, 978 544 2303

        The above site has an approved Driveway Permit

        Approval:_____ Date:_____

5. FIRE DEPARTMENT: The Fire Chief must review all Building Plans. Contact: Joe Cuneo, ~~978 544 7834~~

        Approval:_____ Date:_____

6. BOARD OF ASSESSORS: All Building Permits require a sign of by the Board of Assessors. Contact: Ken Holmberg, 978 544 5814. The Assessors require a copy of the Permit Application and any Plans, including a project description, prior to signing off.

        Approval:_____ Date:_____

<u>NEW DWELLINGS and ADDITIONS</u> also require the following documents;
    1.   a completed building permit application (Contractors must furnish Worker Comp docs.)
    2.   an approved Site Plan (see Building Inspector)
    3.   two sets of building plans (1 for Bldg Insp., 1 for Assessors)
    4.   NOTE: NEW SALEM IN A GREEN COMMUNITY – MA STRETCH CODE IS IN EFFECT

MA Energy Code Information: http://www.mass.gov/eopss/docs/dps/8th-edition/115-appendices.pdf

FORM UPDATED OCTOBER 2014