

OBTAINING A BUILDING PERMIT IN HAMILTON

AND: The process after a Public Hearing for Zoning The process to submit a written formal complaint to the Building Commissioner

To determine exactly what path your project will be required to follow you should consult the Building Commissioner at the beginning of your planning process. The Building Commissioner will lay out the general flow for review and indicate which, if any approval from the Town of Hamilton Boards, Departments and Commissions required prior to a Building Permit being issued. You are required to obtain a Building Permit for most projects which involve the construction of any structure, or the renovation or alteration of an existing structure.

The Town Web Site is a helpful resource: On the web site you will find assessment information (*you might want to search for the map/lot numbers*), GIS mapping (*you might want see if there are wetlands*), and all the forms the Inspectional Services Department.

FOR NEW ADDITIONS: Drainage plan approved by Department of Public Works for additions in which the footprint is increased 500 square feet

FOR SIDING REPAIR/REPLACEMENT/INSTALLATION: Due to water meters, applicants must obtain approval/sign-off from the Department of Public Works Water Department prior to the issuance of a Building Permit.

FOR MORE THAN 49% ALTERATION OR DEMOLITION OF A PROPERTY BUILT PRIOR TO 1940: The Historic Commission may need to review and/or approve the Building Permit Application

FOR PROPERTIES LOCATED IN THE HISTORIC DISTRICT: (540, 560,563,568,569,577,588,589,595, 598,601,604,605,609,610,613,621,624,625,630,638,648,651,670,684, 690,700 BAY ROAD): The Historic Commission may need to review and/or approve the Building Permit Application

FOR PROPERTIES LOCATED ON A DESIGNATED SCENIC ROAD: (Asbury Street, Bridge Street, Chebacco Road, Cutler Road, Gardner Street, Goodhue Street, Highland Street, Miles River Road, Moulton Street, Sagamore Street, Waldingfield Road, Winthrop Street) Please contact the Building Department to find out if the proposed work will require approval from the Planning Board.

FOR PERMITS TO INSTALL/CONSTRUCT A POOL: Sign-Offs from the Board of Health Agent and the Conservation Commission Agent on the Building Permit Application are required

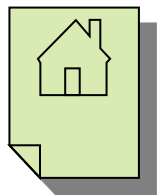
FOR BUILDING PERMITS TO DEMOLISH A STRUCTURE: 1. Signed utility shut off by utility company (Gas Company, Electric Company, Water Department), 2. Documentation of Pest Control Compliance signed by the Board of Health Department, 3. Asbestos Abatement, 4. Sign-Off from Health Department, 5. Sign-Off from Conservation Commission, 6. Sign-Off from Department of Public Works

GENERATORS: As of January 1, 2018, all applications to install a generator must be submitted on a Mechanical and Generator Application

All applications must include a contract signed by the property owner. In the case of leased land or a signed Purchase and Sales Agreement, the signature of the owner and the applicant are both required and/or written approval signed by the management/owner.

A Building Permit Application must include:

- ✓ A complete Building Permit Application
- ✓ Copies of contractor's licenses
- ✓ Two sets of building plans detailing the proposed construction activity and the specifications
- ✓ Workers' Compensation Insurance Affidavit Form. (For homeowners doing the work themselves: the Workers' Compensation Insurance Affidavit is required)
- ✓ Certificate of Insurance & Workers' Compensation Insurance Affidavit are required with application
- ✓ A copy of the signed contract between the Contractor and the Property Owner



For new construction or the alteration of the footprint of an existing structure, site plans with the following are required:

Name and address of the Owner and the Applicant , Date, A site plan with Graphic Scale and North Arrow, the graphically accurate shape, size, and location of the lot to be built upon, A locus plan showing the lot's relation to abutting streets, The graphically accurate shape, size, height and location of any buildings to be erected, altered or removed, including setbacks from lot lines, the accurate size and location of existing buildings, required off-street parking and loading space, existing and proposed, location of any required screening, accurate site plan showing proposed structure in red and distances from property lines.

Other Documents/Forms/Approvals which may be required by the Building Commissioner:

- ✓ Rubbish Container Application if you are to have a dumpster on site (to be signed by Fire Department)
- ✓ National Grid Demolition Form
- ✓ HERS (Home Energy Rating System) certificate (2 copies)
- ✓ If the property is located in the Ground Water Protection Overlay District: Sign-Off on the Building Permit and/or written approval from the Planning Board
- ✓ Wetlands determination and approved site plan obtained from Conservation Commission Agent
- ✓ Signed approval from Health Department and/or Department of Public Works -pertaining to septic/waste disposal system
- ✓ Signed Approval from the Water Department regarding the adequacy of the water supply
- ✓ Adequacy of access determination from Planning Board and/or the Department of Public Works (If located on a State Highway further approvals from the State of Massachusetts may be required)
- ✓ Drainage plan certified by Project Engineer and Signed approval from the Department of Public Works
- ✓ Approval from the Fire Department for the plans for the smoke detector & carbon monoxide permits

Suggestion: You may want to review the fee structure and discuss who will be responsible for paying the fees for any/all construction, plumbing, gas fitting and/or electrical work prior to submitting a Building Permit Application.

IF YOU WENT BEFORE THE ZONING BOARD OF APPEALS



Once the Decision is written it will be recorded with the Town Clerk and a copy will be sent to you.

If the Decision was to approve the application: Once twenty days have elapsed from the date the Decision was date stamped by the Town Clerk you should bring a copy of the Decision to the Town Clerk. *(Not 20 days from the date of the Public Hearing)*

If there were no Appeals filed, the Town Clerk will give you a document which states no Appeals have been filed. (You will be notified if there are any Appeals filed).

You will bring the document you received from the Town Clerk and the Decision to the Southern Essex Registry of Deeds, Shetland Park, 45 Congress St., Suite 4100, Salem, MA 01970.

A copy of the Decision stamped by the Registry of Deeds should be submitted to the Inspectional Services Office. If you are going to submit a Building Permit Application you may want to include the copy of the Decision with the Application. No Building Permit will be approved until a copy of the Decision stamped by the Registry of Deeds is submitted.

If you received approval for a type of Use and there is not going to be any construction, you are still encouraged to submit a copy of the Decision to this office.

You should also contact the Building Commissioner to inquire if any further applications or approvals are required for the new type of use. The fact that you received an approval by the Zoning Board of Appeals is important but there may be further requirements prior to being able to use the property as stated in the Decision.

Written Complaints Written Complaints will be reviewed by the Building Commissioner. The form to submit a complaint may be found on this web site or at Town Hall. Due to the fact that numerous complaints may be received and not everyone can be given a written response in a timely fashion we ask that you contact the Inspectional Services Department to find out the outcome of the investigation. Please allow at least two weeks before contacting the Inspectional Services Department once a complaint has been submitted.