



# Town of Norfolk

## Building Department

1 Liberty Lane

Norfolk, MA 02056

Robert J Bullock Jr  
Building Commissioner

508-528-5088  
508-541-3300

### **Building Permit Procedures**

If lot does not comply with minimum lot sizes in effect at time of application, an attorney's affidavit attesting to a title examination of the abutting lots, with supporting documentation Certifying compliance with Section 6 of Chapter 40A of the MA General Law and Section E.2.a of the Zoning Bylaw, shall be submitted.

**Plot Plan (Plan of Record)**: recorded at the Registry of Deeds showing the date the lot was established, its area and boundaries.

**Site Plan**: submit plans showing the location and setbacks of existing and or proposed structures, septic, parking, etc.

1. **Two sets of house plans, (1) Full set, (1) measuring 11" x 17" scaled 1/4"=1' and fully dimensionalized are required.** Plans must include a foundation, cross section, framing schedule, insulation detail & floor plan showing location of smoke detectors (locate with a Red 'S'.) Once approved one (1) stamped set will be returned with Building Permit for the job site.
2. **The following Departments will sign the Building Permit Application once that Department's requirements have been met.** Signatures can be obtained between 9:00 to 12:00 PM, Monday thru Friday and Thursday, 5:00 to 7:00PM.
  - **Town Clerk**
  - **Health Department**
  - **Treasurer/Collector**
  - **Conservation Commission**
  - **Fire Department**
  - **Water Department**
  - **Planning Board** (Site Plan Approval, Subdivision Lot Release)
  - **Highway Department** (Curb Cut Approval, (new driveways))
3. **Workers Compensation Insurance Affidavit** must be submitted for any workers hired. In the event the homeowner takes out the permit, subcontractors must supply this.
4. **Energy Compliance Form – Mascheck** or MECcheck or Appendix J.
5. **Construction Supervisor's License** – copy must be submitted unless homeowner is applying for permit.
6. **All Homeowners** acting as general contractors or doing all the construction work themselves must fill out the **Homeowner License Exemption Form**.
7. **Permit Fee**:
  - A. Value of construction based on \$80.00 per sq. ft.
  - B. Permit Fee is based on \$11.00 per \$1000.00 of value of construction.  
(checks made payable to Town of Norfolk)

8. **Certified (as built) Foundation Plan**: by a registered land surveyor is required prior to rough framing inspection and must be submitted to the Building Inspector for approval.

#### **Inspection Notes:**

- Excavation inspection will be done prior to any concrete or fill.
- Foundations must be damp proofed and inspected prior to backfill.
- All fireplaces must be inspected at the throat level after first flue lining is installed.
- Wiring, plumbing and gas inspections to be completed prior to rough frame inspection.
- Rough framing, insulation and final inspection for occupancy.

**Building Permit Applications will not be accepted if they are incomplete**