



TOWN OF PALMER

Palmer Town Building
4417 Main Street
Palmer, Massachusetts 01069

Telephone: (413) 283-2638
FAX (413) 283-2637

OFFICE OF THE BUILDING INSPECTOR

NEW CONSTRUCTION APPLICATION COVER SHEET

**Obtain all necessary signatures and/or documents and
bring with plans to the Building Inspector.**

- 1. Land Usability
Conservation Commission

Signature Date

STATUS: _____

- 2. Zoning
Planning Board or Building Inspector

Signature Date

STATUS: _____

- 3. Percolation
Approved Septic Design _____ BOH document attached
Or letter from Wastewater Treatment Plant Superintendent

Supt. Letter Attached

STATUS: _____

- 4. Potable Water
Well Receipt, or Letter from Water Supt.

Plant Superintendent
Supt. Letter Attached

STATUS: _____

- 5. Street Entrance Permit
Highway Superintendent & Selectmen
Permit attached

STATUS: _____



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- 6. Bring cover sheet with all documentation, signatures, plans, plot plan, and application to the Building Inspector's Office.

- 7. Energy Audit

- 8. Copy of the Deed



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BUILDING PERMIT INSTRUCTIONS

1. You must first determine if the lot is legally buildable by contacting the Conservation Commission. This may require filing of a "Request for Determination" followed by a hearing. If any wetlands are indicated, you will be required to hire an engineer at your expense to delineate the wetland boundaries. After the Conservation Commission has determined the status of you land, you must have a member of that Board sign off on the cover sheet attached to this listing.
2. If applying for a building permit, which will create a need for a new or rebuilt septic system, contact the local Board of Health to obtain a percolation test for the property. Once the test has been completed and the septic system designed by a registered Sanitarian, a copy of the Disposal Works Construction Permit, approved by the Board of Health, must be submitted with the Application for Permit to Build. If Town Sewer is to be used, a letter from the Wastewater Plant Superintendent regarding the hookup must be submitted.
3. A source of potable water is required prior to the issuance of building permits for all buildings requiring the use of water. A receipt from the well company, or if located in a Water District, a letter from the Water Superintendent, stating that he will grant a Town Water Connection.
4. Present two (2) copies of detailed plans, drawn either by applicant or contractor, and attach them to the completed Application for a Permit to Build.
5. Submit a plot plan, which shows all lot measurements, as well as all structures, brooks, streams, wetlands, and provide distances to these areas from all new construction. An engineer or registered land surveyor must draw up this plan.
6. The Fire Chief must review new construction and renovation, which creates sleeping areas. A signed form from the Fire Chief of the location of the smoke detectors must be presented prior to occupancy.
7. If construction involves a new driveway or entrance on a public way, the Highway Superintendent and the Town Manager must approve a street entrance permit.
8. It is required that the permit granting authorities be contacted pertaining to your project before work commences. Final approval of plumbing, electrical, gas, and fire departments must be proven prior to the issuance of a Certificate of Occupancy.



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9. Before a building permit is issued, a surveyed plan must be submitted showing the proposed foundation on the building lot and all distances from the foundation to all boundaries and wetlands. After the footing and foundation are poured, the certifying surveyor must submit a statement to the Building Inspector certifying that the foundation is located as shown on the original plan. If the location of the foundation is different from that shown on the plan, a corrected plan must be submitted.
10. Proof of ownership of the land must be submitted with the application.
11. Application should be filed with the Building Department, Town Administration Building, Palmer.
12. Permit fees will be doubled when construction is begun before a permit is issued.
13. The lot number or house number must be posted on the site prior to any permits being submitted for approval.

The Board of Selectmen approved the above procedures on December 2, 1986.