

**THE FOLLOWING ITEMS ARE REQUIRED TO OBTAIN A BUILDING PERMIT FOR DECKS, SHEDS, PATIOS, GARAGES, AND ADDITIONS**

1. Plot and lot numbers from the Assessors' office or a current tax bill
2. Plot plan showing the existing house, and all other structures including the proposed work indicating setbacks from the street, sidelines, and rear property line. Setbacks are measured from the furthest protrusions of the building, (stairs, overhangs, etc). This plot plan should also show the existing septic system and leaching field, (if applicable).
3. Written approval from Board of Health (homes on Town Sewer are exempt from this requirement).
4. Written approval from the Conservation Commission.
5. One (1) set of complete construction plans including a cross section of all materials to be used in the construction project.
6. REScheck Insulation report (additions only). This can be obtained from a general contractor, lumber yard or insulation contractor.
7. Written approval from the Highway Department. (Garages and additions only).
8. Uniform Fire Protection form for Fire Department approval of smoke, heat, and carbon monoxide detectors.
9. Copy of Home Improvement Registration.
10. Copy of Construction Supervisors License
11. Certificate of Insurance made out to the Town of Mattapoisett for Workmen's Compensation and Liability Insurance (Homeowners obtaining their own Building Permits are exempt from this process)

**FLOOD PLAIN DISTRICTS**

12. All of the above requirements must be met including the following:
  - A. An addendum to the building permit application must be filled out completely, signed, notarized and returned with the permit if the construction costs approach 50% of the market value of the structure.
  - B. If the cost of your project exceeds the 50% figure, the existing structure MUST be elevated to the appropriate flood plain height.
  - C. All construction plans must be certified and stamped by a Registered Engineer or architect that these plans meet all the requirements for building in the Flood Plain Districts, including Chapter 31 of the Massachusetts State Building Code.



CHECK OFF LIST

1. Plot Plan
2. Board of Health (septic system and well, if applicable)
3. Conservation Commission
4. Most recent tax bill (flood plain projects only)
5. REScheck Insulation report
6. Check made payable to the Town of Mattapoisett for the appropriate fee, (see building department staff for the appropriate amount)
7. Construction Plans
8. Highway Department Approval
9. Uniform Fire Protection

**NOTE:** Plumbing, Gas and Electrical permits are required to be obtained separately from the building department.

**NOTE:** The addition or relocation of a bedroom requires that the entire dwelling be electrically hard wired for smoke and carbon monoxide detectors.

**NOTE: BUILDING PERMIT APPLICATIONS WILL NOT BE ACCEPTED UNTIL ALL OF THE ABOVE REQUIREMENTS ARE COMPLETE.**