



# TOWN OF ANDOVER MASSACHUSETTS

Town Offices  
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## **IMPORTANT INFORMATION BEFORE YOU APPLY FOR A BUILDING PERMIT**

The office staff will be glad to answer any questions you may have with this process  
Permit fees are non-refundable once permit is issued

**Prior to issuance of a Building Permit, you first have to obtain approval from one or more of the following divisions:**

- |                    |                |                                  |                |
|--------------------|----------------|----------------------------------|----------------|
| 1) Conservation    | - 978-623-8311 | 4) Planning                      | - 978-623-8310 |
| 2) Board of Health | - 978-623-8295 | 5) Ballardvale Historic District | - 978-623-8301 |
| 3) Zoning          | - 978-623-8315 | 6) Preservation – Demo Delay     | -978-623-8301  |

## **Building Permit Checklist**

***PLEASE MAKE SURE YOU HAVE THE FOLLOWING:***

- 1) Building Permit Application – Completed and Signed
- 2) Insurance Form and Homeowner License Exemption (if applicable) – Completed and Signed
- 3) Certificate of Insurance Liability
- 4) Copy of Contract – Signed by the Homeowner and Contractor
- 5) Copy of Contractors License (HIC and CSL, if applicable)
- 6) Planning Board Release (when applicable) Issued.
- 7) Board of Health Approval and Permit (when applicable) Issued
  - 1<sup>st</sup> Permit for Foundation
  - 2<sup>nd</sup> Permit for Framing
  - Title 5 Investigation for Additions & Alterations on Septic

### **Board of Health Review for all other types of Permits:**

- Additions and Alterations on Septic
  - New Food Service Establishments
  - Asbestos Removal Permits
  - Sandblasting Permits
  - Dumpster Permits
- Health Division and Fire Prevention require a permit*
- 8) Fire Prevention Review – 978-623-8307 or 978-623-8343
  - 9) Engineering Design: When applicable
  - 10) Two Sets of Plans - All Drawings Stamped and Signed – (original signature)  
**NOTE: All plans/drawings submitted are NOT to be larger than 2' x 3'**
  - 11) Conservation Approval when applicable
  - 12) HERS Rating Certificate (from registered HERS rater) required for all new single family dwellings, prescriptive report of HERS Certificate for all additions and alterations.

# **INSTRUCTIONS FOR FILING AN APPLICATION FOR BUILDING PERMIT**

(One & Two Family Dwellings, Additions, Porches & Decks)

NOTE: Building Permits will be issued to the property owner and his authorized agent who, if a contractor, must be licensed by The Commonwealth of Massachusetts.

The following information **MUST** be shown on the documents (drawings) submitted with the Building Permit Application

- 1) **Certified Plot Plan IS REQUIRED** (excluding interior remodel, siding, or roofing permits.)
- 2) **Foundations:**
  - 2.1 Size Spacing and Depth of Footing and Foundation Walls.
  - 2.2 Size and Spacing of all Sono Tubes.
  - 2.3 Size and Spacing of Reinforcing if Required or Provided.
  - 2.4 Thickness of all Floor Slabs on Grade.
- 3) **Frame:**
  - 3.1 Size Spacing and all Spans for all Major Beams including connections between beams and columns.  

**NOTE:** *All structural Steel Framing Members (Beams & Columns) must be engineered by an Architect or Structural Engineer licensed by the Commonwealth of Massachusetts.*
  - 3.2 Size, Spacing & Spans for all floor and ceiling joists.
  - 3.3 Size & Spacing for all wall studs.
  - 3.4 Size, Spacing & Spans for all roof rafters and collar ties.
  - 3.5 Size of all structural plywood or boards (sheathing, floors, roof decking)
- 4) **Finishes**
  - 4.1 Exterior Finishes (walls, roofs)
  - 4.2 Interior Finishes (floors, walls, ceilings)
- 5) **Specialties:**
  - 5.1 Electrical permit must be filed by a contractor with a current valid license within 5 days of the start of the work.
  - 5.2 Plumbing and Gas permits must be filed by a contractor with a current valid license prior to the start of the work.
  - 5.3 Location of the Fire Detection System Components (Smoke Detectors)  

**NOTE:** *The Andover Fire Department Review is required for all new single and two family dwellings; also for all additions when new bedrooms are added to an existing structure.*
  - 5.4 Dumpsters require a permit from Fire Prevention and Health Division
  - 5.5 Details for all fireplaces, wood burning stoves, etc.

***PLANS MUST BE IN COMPLIANCE WITH THE STATE BUILDING CODE AND SUBMITTED TO THE BUILDING DEPARTMENT FOR PRIOR APPROVAL BEFORE CHANGES ARE MADE.***

**BUILDING DIVISION**  
**INSPECTION SCHEDULE**  
(Effective 10-14-1997)  
(For one & two family homes)

- 1) Excavation
- 2) Footing and/or foundations (prior to backfill and installation of any perimeter drains) with damp proofing in place.
- 3) Rough Electric wiring, Plumbing and Gas
- 4) Rough Frame
- 5) Chimney Throat
- 6) Insulation Inspection
- 7) Finals (all required departments)

**NOTES**

- 1) Building Permit Cards and Approved Plans Must Be On Site and Accessible for Inspections. The Inspectors will sign the building card at the time of the inspection.
- 2) A minimum of 24-hour notice is required when requesting an inspection. Inspections cannot be requested by voice mail.
- 3) A Balancing Report is required at the time of the issuance of the Occupancy Permit for all Commercial forced HVAC systems.
- 4) A Re-Inspection Fee will be charged after initial inspection (**all trades**).
- 5) New Homes: after the foundation is poured and inspected, the Building Permit Card, a Certified Foundation Plan and a Building Permit Application is required to be taken to the Building Division in order to obtain the Structural Permit.

	Planning Board Release	Zoning Review	Board of Health Review (Sewer)	Board of Health Review (Septic System, Title V)	Conservation Commission Review	Fire Department Review (Fire Prevention)	Preservation Commission Review (Historic Review (Structure))	Historic District Commission Review (Ballardvale)	Design Advisory Review	Electrical work Review	Plumbing and Gas Work Review	Building Permit
New Single Family Dwelling	●	●	●	●	●	●	●	●		●	●	●
Raze Existing/Build New Residence		●		●	●	●	●	●		●	●	●
Additions and Alterations		●		●	●	●	●	●		●	●	●
Decks/Patios		●		●	●		●	●				●
Detached Garage		●		●	●		●	●		●		●
Storage Sheds/ Gazebo		●						●				●
Swimming Pool		●	●	●	●					●		●
Sports/Tennis Court		●			●					●		●
Retaining Wall		●			●							●
Tent (with Food Service and Cooking)				●		●				●	●	●
Tent (No Food Service or Cooking)										●		●
Signs		●			●			●	●	●		●
Dumpster			●	●		●						
Fence (up to six feet high)								●				
Fence (over six feet high)								●				●
Awnings		●						●				●
Kitchen Cabinets											●	●
Chimneys		●						●				●
Roofing								●				●
Siding								●				●
Window Replacement							●	●				●
Partial Demolition of Structure							●	●				●
Mobile Home												●
Wood Burning Stove												●
Import and Export of Earth Materials	●	●			●			●				●

Please note that dumpsters require a permit from the Health Division and Fire Prevention