



GENERAL PROCEDURES FOR OBTAINING A BUILDING PERMIT

All building permit applications are to be submitted online at the Town of Andover website www.andoverma.gov. Click “Permits”, then click “Apply/Renew Permit or License” register (create account), and complete application.

What documents are required to complete a permit?

- 1. Certified Plot Plan** – Submit one copy of plot plan depicting proposed building/addition to scale, and noting distances to lot lines. This is required for all new buildings, additions, sheds, decks, porches, pools or any other similar structures to ensure compliance with Zoning By-Laws (setbacks) and Massachusetts State Building Code 780 CMR § 107.2.5. A new “as built” may be required after installation of foundation. Please be advised that zoning has an impact on pre-existing nonconforming structures in regards to new additions and second levels.
- 2. Construction Documents/Plans** – Submit one copy of plan(s) depicting the size of the addition and or foundation, size of lumber, joists, headers, rafters, doors, window sizes, cabinet layouts, insulation values, and floor plans for the entire building. Exterior elevations may also be required. Any engineered lumber (LVL’s, PSL’s, Glu-Lams, TJI’s) will require a stamp from the same. One set should be uploaded and attached to the permit application. An additional paper copy is required to be submitted to this office. When the permit is issued the stamped hard copy will be returned to the applicant and kept on the job site as the record copy.
- 3. Mass Energy Code REScheck** – Submit a completed REScheck for all new residential additions/remodels with conditioned space (heated areas). You may complete the form by accessing the REScheck page (www.energycodes.gov/rescheck). New homes require a preliminary HERS certification be submitted with the application.
- 4. Required Certifications**
 - **CONTRACTORS** – Required to upload and attach copies of your CSL and HIC Registration and copy of contract with property owner.
 - **HOMEOWNERS** – If the Homeowner is the applicant and acting as the General Contractor they will need to complete the “HOMEOWNERS AFFIDAVIT”. Please be aware that by pulling your own permit you may lose your right to the HIC Arbitration and Guaranty fund. Please see the state website for the Office of Consumer Affairs (<https://www.mass.gov/orgs/office-of-consumer-affairs-and-business-regulation>) for further information.
- 5. Detailed Cost Breakdown** – A detailed written cost breakdown must be uploaded and submitted with permit application per 780 CMR § 109.
- 6. Insurance Certificate** – A certificate of insurance for Workers Compensation and General Liability is required per M.G.L. c.152 § 25C (6)

Which departments need to approve a building permit?

1. **Fire Department** - Approval is required for all new residential construction, bedroom additions and alterations and for interior work to commercial or industrial properties. Floor plans of the entire building are required and must be stamped and approved by the Fire Prevention Division for smoke detector, carbon monoxide detector and heat detector locations.
2. **Board of Health** - Approval is required for building permits involving new dwellings, additions, decks, garages, swimming pools, and anything that might expand lot coverage. Food service establishments being built or renovated also require review and approval. Buildings served by municipal sewer must be verified or permitted for connection prior to release; properties served by septic systems will be reviewed for compliance with Title 5 requirements prior to release. No approval is needed for siding, roof, window, or bathroom renovation projects.
3. **Conservation Division** – Approval is required for exterior structures to verify compliance with the Town of Andover wetlands by-law.
4. **Electrical, Gas, and Plumbing** – These separate sub-trade permits may also be required depending upon project type.
5. **Dumpster permit:** A dumpster permit from both the Health Division and Fire Department is required when the dumpster size exceeds 5 cubic yards and when it will be on site overnight.
6. **Historic Review Required for Property in Historic Districts:**
 - a. **Historic Preservation Commission:** The Andover Preservation Commission advises the Town concerning the preservation of its historic and architectural resources. Through historic preservation ordinances, the Commission has authority over changes to historic properties that would irreparably alter or destroy their character.
 - i. Web site: <https://preservation.mhl.org/andover-preservation-commission>
 - ii. Application: <http://andoverma.gov/documentcenter/view/37>
 - b. **Ballardvale Historic Commission:** The purpose of the Ballardvale Historic District Commission is to ensure that changes and additions within the Historic District are harmonious to the District and to prevent changes that might detract from the aesthetic and historic values of the District (Reference - General Bylaws Article XII, Section 36). No building or demolition permit may be granted for exterior work in the district without a certificate from the BVHDC. The BVHDC recommends that applications for a certificate be submitted 60–90 days prior to the commencement of any project. Applications can be obtained online or from the Department of Community Development & Planning: https://preservation.mhl.org/sites/default/files/file_uploads/BVHDC%20Application%201-23-16.pdf
7. **Design Review Board Review:** The purpose of the Design Review Board is to advise the Town of Andover regarding applications for new construction, exterior alterations, and signage larger than 4 square feet in General Business and Mixed Use Districts, and to review all new municipal structures, including signage: <https://andoverma.gov/DocumentCenter/Home/View/1560>

Depending upon the scope of the project additional documentation may be required. Please contact a Building Inspector at (978) 623-8620 if you have additional questions.