

Permit Requirements - Massachusetts State Building Code

Section 113.1

It shall be unlawful to (1) construct, reconstruct, alter, remove, repair or demolish a structure, or (2) change the use or occupancy of a building or structure, or (3) install or alter any equipment for which provision is made or the installation is regulated by this code *without first filing a written application with the Building Official and obtaining the required permit therefore.*

EXCEPTION Ordinary repairs (*see definition*)

INCLUDES:	
Additions	The increase of gross floor area or height of a building or structure
Alterations	Change or modification of a building or service equipment that affects health and safety and is not an ordinary repair.
Demolition	Tearing down building or structure or tearing out service equipment.
Removal	Moving building or structure from one site to another.
Repairs	Reconstruction or renewal of any part of an existing building for the purpose of its maintenance.
Ordinary Repairs	Any maintenance which does not effect: <ul style="list-style-type: none">▪ Structure - floor loads, roof loads, wind or snow loads. Structural deficiencies are never "grandfathered" by the code - when cited they must be addressed.▪ Egress - includes any element of a means of egress: stair enclosures, decks, porches, doorways, hardware, etc. Egress deficiencies are never "grandfathered" by the code - when cited they must be addressed.▪ Fire Protection Systems - smoke barriers, fire walls, fire separation assemblies, fire dampers, shutters, etc.; sprinklers, standpipes, detectors, smoke removal/systems.▪ Fire Ratings - interior finish; wall coverings (<i>not paint or wallpaper</i>), trim, flooring, drywall, plaster.▪ Energy Conservation - windows, doors, insulation, etc.▪ Mechanical Equipment - central air conditioning units, boilers, kitchen equipment, exhaust hoods, ventilation systems (<i>ventilation requirements are not "grandfathered" by the code</i>), air distribution systems, hydronic piping, chimneys and vents, etc. See also Section 103.0 for mechanical equipment permit requirements.▪ Plumbing, Sanitary, Gas, Electrical

Application

Application must be made by the owner (or owner's agent).

The Application must contain a complete description of the work, its location, the use and occupancy of all parts of the building, estimated cost of the work (*including all mechanical trades*).

Plans

One & Two Family Dwellings and other buildings containing less than 35,000 cubic feet of enclosed space may be prepared by anyone.

Buildings containing more than 35,000 cubic feet of enclosed space - all plans must be prepared and sealed by RA or PE. Major alterations to the buildings are done under construction control (Section 127.0).

Plans should contain (depending upon complexity):

- the accurate locations and dimensions of all means of egress from fire (floor plans).
- the method and amount of ventilation and sanitation.
- the methods of fire stopping.
- schedules indicating compliance of interior trim and finish.
- structural layout and details.
- fire protection systems and their details.

Action of Applications

Building Inspector must act within 30 days of receipt of complete plans. Please give this office time to review plans before work is scheduled!!!!

IF IN DOUBT, CALL!!!!