

Town of Lee
Building Inspections Department
413-243-5518

PROCEDURE FOR OBTAINING A BUILDING PERMIT

FOR RESIDENTIAL ADDITIONS OR ALTERATIONS

- 1.) Building permit application filled out and signed by legal owner or the agent.
- 2.) Three sets of plans and specifications showing the proposed work. (show details and cut-away sections with dimensions)
- 3.) Plot plan showing existing structure(s) and new work, with measured setbacks from property lines, wetlands, well and septic locations.
- 4.) An affidavit must be submitted stating where any rubbish or debris will be disposed.
- 5.) The Conservation Commission must sign a statement of jurisdiction if there is to be any excavation.
- 6.) Completed Insurance Affidavit concerning workers comp & liability.
- 7.) Property owners with private septic systems must receive a Title V status statement from the Tri-Town Health Department for any excavation or the addition of sleeping rooms.

FOR NEW DWELLINGS OR NEW BUSINESS BUILDINGS
(in addition to the requirements above)

- 8.) Well: must be installed and tested prior to issuing permit and certificate received from Tri-Town Health, or notice from Department of Sewer/Water Commissioners that water tie-in fees have been paid.
- 9.) Septic: disposal works permit received from Tri-Town Health prior to issuing permit or notice from the Department Sewer/Water Commissioners that septic tie-in fees have been paid.
- 10.) Curb cut permit reviewed by Highway Superintendent and issued by Board of Selectmen.

FOR NONRESIDENTIAL STRUCTURES EXCEEDING 35,000 CUBIC FEET
(in addition to the requirements above)

- 11.) All plans for work in structures containing more than 35,000 cubic feet shall be properly stamped per Massachusetts Building Code section 110.8 and shall be required to meet the requirements of section 116 CONTROLLED CONSTRUCTION.
- 12.) All plans filed shall include the information specified in section 110.8 of the Massachusetts Building Code.

NO WORK SHALL BE STARTED BEFORE PERMIT IS ISSUED