

Town of Petersham

Brianna Skowrya * Inspector of Buildings

3 South Main Street

Petersham, MA 01366-0486

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Office 978-724-3586 * Fax 978-724-3501

Office hours are Mondays (except Holidays) 5:00 to 6:00 p.m.

Procedure for Obtaining a Building Permit

1. *Get a parcel number from assessors. Kelly can be reached at 978-724-6658. Office hours are Monday, Tuesday and Wednesday 8-3.
2. Meet with the Planning Board. Meetings are as posted or call Fraser Sinclair, Chair at 978-724-3345.
3. If you are in the Historic District, you need to meet with the Historic District Commission, contact Nancy Allen, Chair at 978-724-0075.
4. If your lot contains any wetlands, you need to contact the Petersham Conservation Commission. They usually meet the 2nd Tuesday of the month or as posted, or call Robert Clark, Chair at 978-724-3564.
5. *The Highway Superintendent, *Greg Waid* issues driveway permits. He can be reached at 31 South Street, 978-724-3211.
6. * You need to install a well on your property before a building permit can be issued. The Board of Health issues well permits. BOH can be reached at 978-724-0057. Meetings are the 1st and 3rd Thursday of the month at 7:30 p.m., or as posted at www.townofpetersham.org. Office hours are Monday from 6:00 p.m. to 7:00 p.m. and can be reached at petershamboh@verizon.net.
7. The Board of Health will also issue a permit for the sewage disposal system.
8. Items that need to be submitted to the building inspector for permit issuance are:
 - a. Plot Plan. An approved septic design is acceptable as long as it shows the location of the proposed structure on the property.
 - b. Construction Plans. Please include a cross section of the structure, showing sufficient details to fully describe the work intended.
 - c. Energy Code compliance report. MAScheck software is available online at www.mass.gov/bbrs
 - d. Construction Supervisor's License if you are hiring a general contractor, and Home Improvement Contractor Registration for every building permits application other than new home, applied for by contractor.
 - e. Worker's Compensation Insurance Affidavit must accompany every building permit application.
 - f. *If you are using a modular home, "A construction supervisor, duly licensed in accordance with 780 CMR R5, shall, in accordance with 780 CMR 108.3.5, act as the agent for the owner for the purpose of applying for and obtaining any and all building permits required for the field erection of all one or two family manufactured dwellings subject to the provisions of 780 CMR 35 and applicable 780 CMR R3." Modular home companies must be listed with Commonwealth of Massachusetts in order to be installed in this state.

The building inspector issues house numbers.

* Items that are only required for new homes.

5/25/13