Homeowner's Permit Guide for the Town of Abington, Massachusetts

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What Homeowners Need to Know About Permits to Make Changes to their Home in the Town of Abington, Massachusetts

2015

Prepared for the Town of Abington by the staff of the

Old Colony Planning Council

70 School Street

Brockton, MA 02301

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Executive Director

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Welcome Letter from the Town Manager

Town of Abington
Office of the Town Manager
Richard LaFond
Town Offices
500 Gliniewicz Way
Abington, MA 02351

Welcome to the Town of Abington!

Dear Citizen,

The Town of Abington has prepared this guide to assist citizens interested in performing home improvement projects and applying for building permits in Abington.

Included in this guide is information for obtaining a building permit and other forms that may be needed in your home renovation project. You will also find information about each Department and/or Board that you may need to contact while doing your home improvement project.

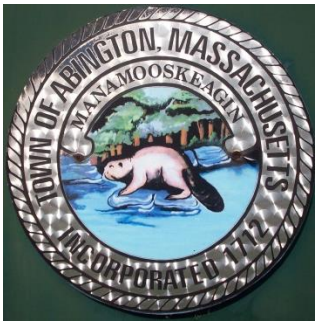
Thank you for your interest in the Town of Abington. We wish you success in your construction or renovation project.

Sincerely,

Richard LaFond

Richard LaFond
Town Manager

Guide Overview



We are delighted that you have chosen Abington, Massachusetts as your home and realize that as time passes you may decide that you would like to make some small changes to your home. We have created this guide to make homeowner's lives easier when they choose to take part in home improvement projects. For many of these projects, it is necessary to obtain certain permits before beginning them. In this guide, we have compiled some of the most common home improvement projects that require permits, as well as some of the most common home improvement projects that do not require permits.

It is important to note that this guide does not contain every possible home improvement project, just the most common. Therefore, if there is a project that you wish to pursue that is not in this guide, you should use one of the contacts at the end of this guide for further direction. It is also important to read though the entire guide and make sure you obtain all of the permits that pertain to your home improvement project before you begin, because some projects require multiple permits.

This guide's purpose is to help you create a better home in the easiest way possible. We are glad that you are a part of our community and hope this guide is helpful to you as a homeowner.

**Please note that information is subject to change and the most up to date information can be found on the Town of Abington's website at: http://www.abingtonma.gov

Building Permit

Who needs to get a Building Permit?

Building Permits are issued to licensed contractors and homeowners of 1-2 family occupied (or intended to occupy) dwellings to allow construction work.

When is a Building Permit required?

Building Permits are required to construct, reconstruct, alter, repair, remove, or demolish a building or structure.

How do I get a Building Permit?

First, you need to submit a Building Permit application to Abington's Building/Inspectional Services Department. The fee is calculated at that time based on the value of construction.

After the submittal of the application and plans, a Building Permit must be issued to begin construction. Periodic inspections must be scheduled as elements of the project are completed. A final inspection and review is necessary after your Building Permit work is completed. The project will then receive a Certificate of Occupancy from Abington's Building Department, which is required to occupy the building.

Where do I get a Building Permit?

Abington's Building Commissioner issues Building Permits. You can find the Building Permit application at:

http://www.abingtonma.gov/pages/abingtonMA_webdocs/forms

**You can also fill out the Building Permit form on the following page and return it to Abington's Building Commissioner.

COMMONWEALTH OF MASSACHUSETTS

TOWN OF ABINGTON

INSPECTIONAL SERVICES
500 GLINIEWICZ WAY
ABINGTON, MA 02351
TEL: 781-982-2105
E-FAX: 925-480-8634

PERMIT NO.
FEE:
PAID BY: ☐ CASH ☐ CHECK Date: .....

APPLICATION FOR BUILDING PERMIT

Required Approvals: (to be completed by Authorized Personnel Only)

Sewer Dept: _____ Water Dept: _____
Health Dept: _____ Fire Dept: _____
Conservation Commission: _____ Planning: _____
Highway Dept: _____
Sealer of Weights & Measures: _____ Other: _____
Assessors: Map..... Plot.....

TO THE INSPECTOR OF BUILDINGS: The undersigned hereby applies for a permit to: ☐ Build, ☐ Alter, ☐ Demolish, ☐ Move, according to the following specifications:

1. Address of Job Site: _____
2. Owner of Property: _____ Tel: _____
   Address of Owner: _____
3. Name of Contractor: _____ Tel: _____
   Address of Contractor: _____
4. Construction Supervisor's License #: _____ (photocopy required)
   Home Improvement Contractor Registration #: _____ (photocopy required)
5. Type of Construction:

FRAME:	_____ Wood	_____ Concrete/Steel	_____ Brick/Block
WALLS:	_____ Studs	_____ Pre-Cast	_____ Brick/Block
FOUNDATION:	_____ Concrete	_____ Piles	_____ Other

6. Number of Stories: _____
7. How is building to be occupied: ☐ Residential ☐ Business ☐ Industrial ☐ Other. If Residential, number of families_____. If Business, number of units: _____.
8. Brief Description of work to be performed: _____
9. Estimated Value of Project: $_____ 10. Plans Submitted: ☐ Yes ☐ No

Fee **must accompany applications and plans must be submitted with applications (including plot plan if applicable). All permits must be obtained before commencing work of any kind**, including wiring, plumbing, gas fitting earth removal, or: _____.

All inspections must be made, approved and occupancy permit obtained before the building (or pool) is occupied. I agree to notify the Inspectors when the building or structure is ready for each inspection and to obtain approval before any work will be concealed. I also hereby agree that all of the proposed work shall be done in strict compliance with the Zoning By-Laws, Massachusetts State Building Code, Board of Health Regulations or the requirements of any other Town Department as necessary.

Note: Homeowners obtaining building permits under a license waiver are not eligible for compensation under the State Home Improvement Contractor Program. All work to be performed in accordance with Massachusetts State Building Code 780 CMR.

Signature of owner or authorized representative in charge of work: _____

Approval by Building Official: _____ Date: _____

Other Types of Permits

In addition to a Building Permit, there are several other types of permits and forms that you need to take into consideration when starting a home improvement project. In some cases you may only need a Building Permit, but in most cases, you will need several permits and forms for just one project. Below is a list of other types of permits and forms you may need. All of these permits and forms are required by the Building/ Inspectional Services and can be found in the Building/Inspectional Services Office unless otherwise noted in italics. Some other permits and forms you may need include:

- Electrical Permit
- Plumbing Permit
- Private Well Form (*Health Department*)
- Debris Disposal Form
- Demolition Permit
- Dumpster Permit (*Health Department*)
- Foundation Permit
- Gasfitting Permit
- Home Improvement Contractor Affidavit
- In-Law Apartment Affidavit
- Sewer Connection Permit
- Sign Permit
- Swimming Pool Permit for Residential Complexes (*Health Department*)
- Temporary Structure/Office Trailer Permit
- Tree and Limb Removal Permit (*Highway Department*)
- Trench Permit (*Sewer Department*)
- Wood Stove, Coal Stove, and Fireplace Permit
- Workers Compensation Affidavit
- Zoning Relief Form (*Zoning Board of Appeals*)

**You can also find all of these forms at:

http://www.abingtonma.gov/Pages/AbingtonMA_WebDocs/forms

When Do I Need a Permit?

We have constructed several tables containing the most popular home improvement projects that homeowners involve themselves in. Although these tables contain the majority of home improvement projects, if you find that your home improvement project is not included, please feel free to utilize one of the many contacts provided at the end of this guide.

Under the *Permits* and *Plans* columns, you will find letters signifying if permits or plans are needed or whether permits and plans are not needed for the particular home improvement project. Below are a list of the possible letters displayed and what they signify:

Y – Permit and/or Plans Required

N – No Permit and/or Plans Required

1) Accessory Buildings and Structures	Permits	Plans
Build any shed or accessory building	Y	N
Build any fence over 6 feet	Y	N
Build a carport	Y	Y
Build a farm building	Y	Y

2) Home Improvement and Repair Projects	Permits	Plans
Install gutters	N	N
Install exterior siding	Y	N
Paint	N	N
Replace roof shingles	Y	N
Replace roof sheathing	Y	N
Patch roof	N	N
Install carpeting	N	N
Install insulation	Y	N
Repairing and lining closets	N	N
Panel interior existing walls	N	N
Put up partitions and finish rec. room	Y	N
Install prefabricated fireplace	Y	N
Build masonry chimneys for stove	Y	N
Build masonry fireplace	Y	N
Construct entranceway into basement	Y	N
Construct, dig, or enlarge basement under existing home	Y	N
Minor porch repairs (unless it is structural)	N	N
Install concrete patio on grade (no roof)	N	N
Put up canvas, wood, or metal patio cover	N	N
Screen in an existing porch (already roofed)	N	N
Enclose carport	Y	N
Build/replace porch or deck	Y	N
Minor repairs to steps	N	N
Relocate interior stairs	Y	N
Install attic pull-down stairs	Y	N
Build dormers	Y	N
Install/replace kitchen cabinets	N	N
Fill-in space between kitchen cabinets and ceiling	N	N
Add/increase width of existing window or door	Y	N
Exact window or door replacement	Y	N
Add/remove/replace drywall on exterior walls	Y	N
Remove and replace insulation	Y	N
Install hardwood/asphalt tile floor on subfloor	N	N
Driveways and paving	N	N
Foundation waterproofing	N	N
Replace/install kitchen or bathroom counter	N	N
Pier/Dock	Y	Y
Bulkhead	Y	N
Boathouse	Y	N
Mooring Pile	N	N
Boat lift	Y	N

3) Electrical Home Improvement and Repair Projects	Permits	Plans
Replace switch plates	N	N
Replace electrical wiring	Y	N
Replace junction box covers	N	N
Replace circuit breakers	Y	N
Replace outlet plates/outlets	N	N
Replace fuse	N	N
Replace lighting fixtures with equivalent wattage and same style fixture	Y	N
Replace lighting fixtures with more wattage and/or different style fixture	Y	N
Replace kitchen stove exhaust	Y	N
Relocate switches, outlets, lighting fixtures, & sub panels	Y	N
Relocating panel box or changing service	Y	N
Install smoke detectors (wired in)	Y	N
Install smoke detectors (battery operated or plug in)	N	N

4) Plumbing Home Improvement and Repair Projects	Permits	Plans
Install/replace sink or toilet in same location	N	N
Install/replace sink or toilet in new location	Y	N
Repair leak in water closet	N	N
Repair water closet or water faucet	N	N
Install sump pump (unless hard wiring)	N	N
Install clean-out in building sewer	Y	N
Unplug a sewer	N	N
Repair leak in outside underground water pipe	N	N
Thaw frozen pipes	N	N
Repair leak in gas pipe	Y	N
Repair leak in water pipe	N	N

5) Appliance Installations and Repairs	Permits	Plans
Repair any appliance	N	N
Replace gas water heater	Y	N
Replace gas air conditioning	Y	N
Replace boiler	Y	N
Replace gas/oil furnace	Y	N
Replace existing duct work	Y	N
Replace any other appliances not listed above	N	N
Install dishwasher (not portable)	Y	N
Install garbage disposal	Y	N
Install new electric range (with new outlet)	Y	N
Install gas range	Y	N
Install electric oven	Y	N
Install gas oven	Y	N
Install electric water heater	Y	N
Install gas water heater	Y	N
Install garbage compactor	Y	N
Install electric air conditioning	Y	N
Install gas air conditioning	Y	N
Install heat pump	Y	N
Install radiant heat	Y	N
Install well water pump	Y	N
Install humidifier	Y	N
Install boiler	Y	N
Install portable ventilating equipment	N	N
Install portable cooling unit	N	N
Install electronic air cleaner	N	N
Install attic fan	Y	N
Install gas furnace	Y	N
Install electric furnace	Y	N
Install new duct work	Y	N
New electrical, mechanical, gas, or plumbing work	Y	N

6) Miscellaneous	Permits	Plans
Build retaining wall	Y	N
Build brick/block privacy wall over 6 feet tall	Y	N
Construct outdoor masonry/gas barbeque	Y	N
Demolish buildings not connected to public sewer	Y	N
Demolish buildings connected to public sewer	Y	N
Install swimming pool, hot tub, or spa	Y	N
Erect trellis or grape arbor	Y	N
Erect freestanding radio or TV antenna	Y	N
Erect freestanding flag pole	Y	N
Install lawn sprinkler system	N	N
Install solar heating system	Y	N
Temporary ice skating rink	N	N

Am I required to hire an engineer or architect?

It is recommended that you hire an experienced engineer or architect to help you when plans are required. However, it is at the discretion of the Inspector whether you absolutely need an engineer or architect. Most plans involving nonstructural changes can be made by anyone; however, structural changes and any change that exceeds an area over 35,000 cubic feet require plans and calculations signed by a licensed engineer or architect.

Am I required to hire a contractor?

It is recommended that you hire a licensed contractor if you are not experienced in construction; however, homeowners can act as their own contractor on their own property.

How long does it take to obtain a permit?

A permit can usually be obtained within a couple of weeks, but the process can be faster if you make sure the application is complete, legible, and accurate. Once the application is turned in, the town is required to respond with approval or denial within 30 days.

What if I want to make changes to my project after a permit has already been issued?

If you want to make changes to your project after a permit has already been issued, it is necessary to get approval from the town before scheduling an inspection related to the changes you are making. If the change you are trying to make is not covered in the permit you already have, you will have to get your building permit revised

or reissued. You will also need to create a new set of plans and submit them for review, if they were originally required. Approved plans and a revised or reissued permit will show the inspection staff that your changes are authorized.

How long do I have to complete the work?

The work authorized in the permit should be started within six months of the date the permit was issued. The holder of the permit can take as long as they need to take to complete the work, as long as they can show progress is being made towards completion. If an extension is needed for the permit, it can be made in writing to the Building Inspector.

How do I schedule inspections?

To schedule an inspection, you should contact Abington's Building/Inspectional Department. The contact information for this department can be found in the Contact section of this guide.

What time of the day is construction work allowed?

Construction work is allowed Monday to Friday from 7AM to 6PM.

Contact Information

Abington Town Offices

500 Gliniewicz Way

Abington, MA 02351

Office Hours: Monday-Thursday 8:30 AM to 4:30 PM Friday: 8:30 AM to 12:30 PM

Board of Selectmen/Town Manager

Richard LaFond, Town Manager

Dori Jamieson, Assistant Town Manager

Nancy Hurst, Administrative Assistant 781-982-2100

boardofselectmen@abingtonma.gov

Building/Inspectional Services

Marshall Adams, Building Commissioner

Terri Burgess, Administrative Assistant 781-982-2105

tburgess@abingtonma.gov

Building Staff

Russell McLoud Wiring Inspector 781-982-2105

rmcloud@abingtonma.gov

Michael Lydon Plumbing and Gas Inspector 781-982-2105

mlydon@abingtonma.gov

Health Department

Sharon White, Health Agent

Mary DeRusha, Chief Clerk 781-982-2119

swhite@abingtonma.gov

Room 109

Zoning Board of Appeals

James Haney, Chairman

Nancy Hurst, Administrative Assistant 781-982-2100

nhurst@abingtonma.gov

Abington Highway Department

225 Central Street

Abington, MA 02351

Office Hours: Tuesday-Thursday 8 AM to 2 PM

Highway Department

John Caine, Superintendent

Lisa Dodge, Administrative Assistant 781-982-2115

ldodge@abingtonma.gov

Abington Sewer Department

350 Summer Street

P.O. Box 2198

Abington, MA 02351

Hours: Monday-Friday 8 AM to 4 PM

John F. Stone, Superintendent

Jeanne White, Executive Assistant 781-982-2122

jwhite@abingtonma.gov

Abington Fire Department

Bedford Street Station

1040 Bedford Street

Abington, MA 02351

Hours: Monday-Friday 9 AM to 5 PM

Fire Department

John M. Nuttall, Fire Chief	781-982-2114
jnuttall@abingtonma.gov	(Non-emergency)

Abington Police Department

215 Central Street

Abington, MA 02351

Police Department

David G. Majenski, Police Chief	781-878-3232
majic@abingtonpolice.org	(Non-emergency)

Dig Safe, Inc.

811 or 1-888-344-7233

www.digsafe.com

Good Luck

It is our goal that this guide has been helpful, and made your home improvement project a lot easier. If you have any questions that weren't answered in this guide, feel free to contact one of the many contacts listed on the previous pages. We hope that you're home improvement project was a success and that you are living a more comfortable life because of it.