



## Town of Billerica Building Department

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Billerica, MA 01821  
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Inspector of Buildings  
MARK LALUMIERE

Local Inspector

CHRISTOPHER GUERRIEO

Plumbing/Gas Inspector

EDWARD SULLIVAN

Inspector of Wires

DANIEL VITALE

### Residential Permit Application Required Forms

#### **Addition:**

- Completed Building Permit Application
- Certified Plot Plan (Showing Proposed Addition Location) \*No Mortgage Inspection Plans\*
- Copy of CSL & HIC or Homeowner Affidavit
- Workers' Comp Affidavit
- 3 Sets of Building Plans (Must be Stamped by the Fire Dept.)
  - Including any engineer calculations/beam calculations
- Copy of Signed Contract or Homeowner Signature on Permit Application
- Energy Compliance Calculations (HERS Rating)
- Plumbing, Gas & Electrical Permits as needed pulled by the respective professional

#### **Deck/Shed:**

- Completed Building Permit Application
- Certified Plot Plan (Showing Proposed Addition Location) \*No Mortgage Inspection Plans\*
- Copy of CSL & HIC or Homeowner Affidavit
- Workers' Comp Affidavit
- 2 Sets of Building Plans
- Copy of Signed Contract or Homeowner Signature on Permit Application

#### **New Construction:**

- Completed Building Permit Application
- Certified Plot Plan (Showing Proposed Foundation Location) \*No Mortgage Inspection Plans\*
- Copy of CSL & HIC or Homeowner Affidavit
- Workers' Comp Affidavit
- 3 Sets of Building Plans (Must be Stamped by the Fire Dept.)
  - Including any engineer calculations/beam calculations
- Copy of Signed Contract or Homeowner Signature on Permit Application
- Energy Compliance Calculations (HERS Rating)
- Plumbing, Gas & Electrical Permits as needed pulled by the respective professional

**Demolition:**

- Completed Building Permit Application
- Certified Plot Plan (Showing Existing House Being Raised)
- Copy of CSL & HIC or Homeowner Affidavit
- Workers' Comp Affidavit
- Copy of Signed Contract or Homeowner Signature on Permit Application
- Proof all utilities have been shut off
- Plumbing, Gas & Electrical Permits as needed pulled by the respective professional

**Detached Garage/Accessory Structures:**

- Completed Building Permit Application
- Certified Plot Plan (Showing Proposed Addition Location) \*No Mortgage Inspection Plans\*
- Copy of CSL & HIC or Homeowner Affidavit
- Workers' Comp Affidavit
- 2 Sets of Building Plans
- Copy of Signed Contract or Homeowner Signature on Permit Application

**Swimming Pool:**

- Completed Building Permit Application
- Certified Plot Plan (Showing Proposed Pool Location) \*No Mortgage Inspection Plans\*
- Copy of CSL & HIC or Homeowner Affidavit
- Workers' Comp Affidavit
- 2 Sets of Building Plans Stamped by Manufacturer (In-ground pools only)
- Brochure (Above-ground pools only)
- Copy of Signed Contract or Homeowner Signature on Permit Application
- Security Fencing Plan (CMR 421.10.1)
- Electrical Permit pulled by a Licensed Electrician

**Interior Renovation (Bathroom, Kitchen, Basement, Etc.):**

- Completed Building Permit Application
- Copy of CSL & HIC or Homeowner Affidavit
- Workers' Comp Affidavit
- Copy of Signed Contract or Homeowner Signature on Permit Application
- Floor Plans, Layout of Work (Non-Structural)
- Framing Plans (if Structural) including any engineer calculations

**Siding/Roofing/Windows/Insulation:**

- Completed Building Permit Application
- Copy of CSL & HIC or Homeowner Affidavit
- Workers' Comp Affidavit
- Copy of Signed Contract or Homeowner Signature on Permit Application
- Electrical Permit pulled by a Licensed Electrician (Siding Only)

**Wood/Pellet Stove:**

- Completed Building Permit Application
- Copy of CSL & HIC or Homeowner Affidavit
- Workers' Comp Affidavit
- Copy of Signed Contract or Homeowner Signature on Permit Application
- Manufacturer's Instructions

**Solar Panels:**

- Completed Building Permit Application
- Copy of CSL & HIC or Homeowner Affidavit
- Workers' Comp Affidavit
- Copy of Signed Contract or Homeowner Signature on Permit Application
- Solar Array Layout & Structural Analysis Certified by a Licensed Engineer
- Electrical Permit pulled by a Licensed Electrician