

**THINGS YOU NEED TO DO
TO BUILD A HOUSE IN
NORWOOD, MA
PRESENTED BY
TOWN OF NORWOOD
BUILDING DEPARTMENT**

THINGS YOU NEED TO DO TO BUILD A NEW HOUSE IN NORWOOD, MA

Before a building permit can be issued you must assemble the following information. Please bring in all the applicable information as a **"package"**.

PRE-APPROVALS:

[1] SEWER CONNECTION APPROVAL

Applications are obtained at the Selectmen's Office – 2nd floor, Town Hall. Instructions are self-explanatory.

If your lot is part of a sub-division and overall approval has been given for all sewer connections – the town still requires that you supply the Building Inspector your sewer connection approval for each individual lot.

[2] CURB CUT APPROVAL

Applications are obtained from the Building Inspector but submitted to the Dept. of Public Works for approval.

If your lot is part of a sub-division and overall approval has been given for all of the curb cut locations – the town still requires that you supply the Building Inspector your sewer connection approval for each individual lot.

[3] SMOKE DETECTOR APPROVAL

Bring 5 sets of your building plans to the Norwood Fire Department - 137 Nahatan Street opposite Shaws Plaza. Plans will be stamped, if approved.

Distribute the 5 stamped sets as follows:

Building Inspector – Norwood Fire Dept. – your electrician – on the job – filed with permanent records.

[4] ZONING BOARD OF APPEAL APPROVAL, IF REQUIRED

If the lot you're developing required relief from the Zoning Board of Appeal, a copy of the decision as well as proof that the decision has been filed at Dedham Registry of Deeds will be required as part of your package.

[5] Conservation Commission – Planning Board or Board of Health decisions that relate to the property shall be included with the building permit application.

[6] Domestic water meters available at Public Works. Location/installation are under their jurisdiction.

If you're unable to provide a "complete" package, you can expect to unnecessarily delay review and processing or cause your application to be returned.

In addition to those **pre-approvals** you will also have to provide the Building Inspector with:

[1] TWO copies of your CERTIFIED PLOT PLAN.

[2] ONE complete set of your BUILDING/FRAMING PLANS.

Permit cost: \$10 per thousand or fraction thereof the estimated cost of construction. [ie., \$124,000 estimated cost - \$1,240 permit fee]

AREA, FRONTAGE, WIDTH REQUIREMENTS

DISTRICT	Minimum LOT AREA	Minimum LOT FRONTAGE	Maximum LOT COVERAGE	Minimum OPEN SPACE	Maximum FLOOR AREA RATIO	Required Lot Width Thru Building or Structure
S2	15,000 s.f.	125 ft.	25%	25%	No limit	125 ft.
S1	12,500 s.f.	100 ft.	25%	25%	No limit	100 ft.
S	10,000 s.f.	90 ft.	25%	25%	No limit	90 ft.
G	10,000 s.f.(1)	90 ft.	35%	25%	No limit	90 ft.
A	10,000 s.f.(2)	90 ft.	35%	25%	No limit	90 ft.
CB	5,000 s.f.(2)	20 ft.	80%	0%	No limit	20 ft.
HB	22,500 s.f.(2)	150 ft.	50%	25%	0.5	150 ft.
LB,GB	10,000 s.f.(2)	20 ft.	80%	10%	0.5	20 ft.

Footnote:

- (1) 7,500 square feet per dwelling unit if that results in more than the basic minimum.
- (2) For multifamily dwellings, 10,000 square feet plus 3,500 square feet per dwelling unit after the first.

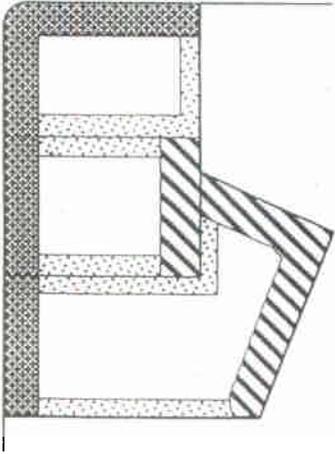
SETBACK, YARD AND HEIGHT REQUIREMENTS

DISTRICT	FRONT SETBACK	MINIMUM YARDS SIDE	REAR	MAXIMUM BUILDING HEIGHT
S2	30 ft.	20 ft.(1)	35 ft.(7)	30 ft.
S1	30 ft.	15 ft.(2)	30 ft.(7)	30 ft.
S	20 ft.	15 ft.(2)	30 ft.(7)	30 ft.
G	20 ft.	15 ft.(3)	30 ft.(7)	30 ft.
A	20 ft.	15 ft.(3)	30 ft.(7)	30 ft.
CB	0 ft.(8)	0 ft.(4)	10 ft.	40 ft.
HB	50 ft.	15 ft.	30 ft. (7)	40 ft.(12)
LB, GB	0 ft.	0 ft.	10 ft.	30 ft.

Footnote:

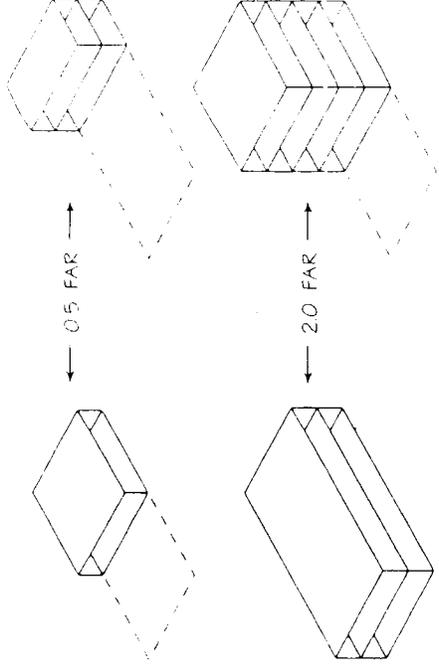
- (1) Fifteen feet for building portions not exceeding 15 feet in height. Buildings other than dwellings, if not exceeding 15 feet height and set back from the street by at least 100 feet, may attach to a building on a contiguous lot or have yard as little as 10 feet. Accessory buildings (i.e. sheds) if not exceeding 120 square feet of gross floor area and 10 feet in height and 12 feet in length or width, may have yard as little as 5 feet.
- (2) Ten feet for building portions not exceeding 15 feet height. Buildings other than dwelling, if not exceeding 15 feet height and set back from the street by at least 75 feet, may attach to a building on a contiguous lot or have yard as little as 10 feet. Accessory buildings (i.e. sheds) if not exceeding 120 square feet of gross floor area and 10 feet in height and 12 feet in length or width, may have yard as little as 5 feet.
- (3) For building portions not exceeding 15 feet height, yard may be 10 feet. Buildings, including dwellings, may attach to buildings on adjacent lots. Accessory buildings (i.e. sheds), if not exceeding 120 square feet of gross floor area and 10 feet in height and 12 feet in length or width, may have yard as little as 5 feet.
- (4) But not less 10 feet from a Residence District boundary. Any yard, if provided, shall be not less than 10 feet.
- (7) 10 feet for an accessory building not exceeding 15 feet building height. Accessory buildings (i.e. sheds), if not exceeding 120 square feet of gross floor area and 10 feet in height and 12 feet in length or width, may have yard as little as 5 feet.
- (8) Increase to 20 feet for any part of a building within 200 feet of a Residential District having frontage on the same street in the same block.
- (12) Increase by one foot for each foot by which all setback and yard requirements are, at minimum, exceeded, to a maximum of 60 feet in height.

S T R E E T



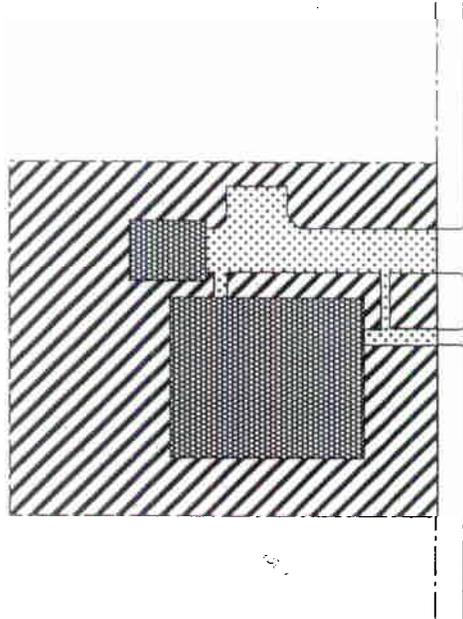
- 
 MINIMUM REQUIRED FRONT YARD
- 
 MINIMUM REQUIRED REAR YARD
- 
 MINIMUM REQUIRED SIDE YARD

S T R E E T



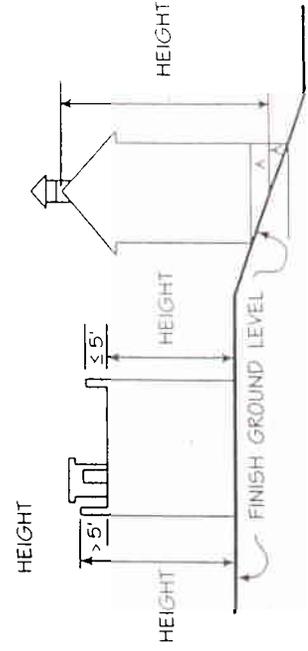
FLOOR AREA RATIO

HEIGHT



- 
 LOT COVERAGE
- 
 OPEN SPACE
- 
 PAVING

S T R E E T





TOWN OF NORWOOD, MA
BUILDING PERMIT APPLICATION

PERMIT # _____ DATE: _____ 200__

Applicant for this building permit is:

OWNER OF RECORD _____
[If the owner is a corporate body, name of responsible officer shall also be stated]

LEASEE/TENANT : _____
ADDRESS: _____ UNIT/APT. _____ CITY/TOWN _____ STATE _____
Location of property if different from above-street address: _____ Norwood, MA

BUILDER'S NAME: _____ Company Name: _____
ADDRESS: _____ UNIT/APT. _____ CITY/TOWN _____ STATE _____

Construction Supervisors License # _____ Home Improvement Registration # _____

If the builder does not have a Home Improvement Contractors Registration-homeowner affidavit is required. Provided: YES ___ NO ___

Workmen's Compensation Insurance Affidavit Provided: Circle One: YES NO
CELL PHONE #: _____ BUSINESS # _____ HOME # _____

REGISTERED ARCHITECT: _____ Company Name: _____
ADDRESS: _____ UNIT/APT. _____ CITY/TOWN _____ STATE _____

Tel. # (____) _____ Registration # _____ Expiration Date: _____

Is this building/structure subject to Construction Control [a building containing more than 35,000 cubic feet of enclosed space? YES ___ NO ___ Affidavit Provided: YES ___ NO ___ COMMERCIAL CODE SUMMARY Provided YES ___ NO ___

All debris resulting from the demolition, rehabilitation, renovation or other alteration of a building or structure shall be disposed of in a properly licensed solid waste disposal facility. No dumping of construction materials is allowed in Norwood! Be advised that any dumping of materials in off-premise sites is a criminal offense.

Name of the disposal facility you are using: _____ Location of the facility: _____

- Is Board of Health approval necessary on this project? YES ___ NO ___
Is any electrical work to be done during this project? YES ___ NO ___ Permit # _____
Is any plumbing work to be done during this project? YES ___ NO ___
Is any gas work to be done during this project? YES ___ NO ___
Will the sprinkler system/fire protection system to be worked on? YES ___ NO ___
If, "YES", has it been approved by the Norwood Fire Dept.? YES ___ NO ___
Is a Board of Appeal decision involved? YES ___ NO ___ Case # _____
When does the appeal period expire? _____
Decision filed in Dedham Registry of Deeds? YES ___ NO ___
Zone the property is located in? _____ Are you filing a plot plan? YES ___ NO ___
How will this structure be occupied? _____
State Building Code: Use Group: _____ Class of Construction: _____

DESCRIBE YOUR PROPOSED CONSTRUCTION IN DETAIL
For Commercial Projects a both a Zoning and Building CODE SUMMARY IS REQUIRED

ESTIMATED COST OF CONSTRUCTION: \$ _____

I HEREBY CERTIFY, UNDER THE PENALTIES OF PERJURY, THAT ALL OF THE DETAIL AND INFORMATION I HAVE SUBMITTED [OR ENTERED] IN THE ABOVE APPLICATION IS TRUE AND ACCURATE AND THAT ALL WORK SHALL BE CONSTRUCTED PER THE REQUIREMENTS OF THE MASSACHUSETTS STATE BUILDING CODE AND THE ZONING BY-LAW OF THE TOWN OF NORWOOD - INCLUDING SETBACK REQUIREMENTS.

APPLICANT'S SIGNATURE

"Persons contracting with unregistered contractors do not have access to the guaranty fund (as set forth in MGL c142A)"



The Commonwealth of Massachusetts
 Department of Industrial Accidents
Office of Investigations
 600 Washington Street
 Boston, Mass. 02111

Workers' Compensation Insurance Affidavit: Building/Plumbing/Electrical Contractors

Applicant information: Please PRINT legibly

name: _____
 address: _____
 city: _____ state: _____ zip: _____ phone #: _____

work site location (full address): _____

- I am a homeowner performing all work myself. Project Type: New Construction Remodel
 I am a sole proprietor and have no one working in any capacity. Building Addition
 I am an employer providing workers' compensation for my employees working on this job.

company name: _____
 address: _____
 city: _____ phone #: _____

insurance co. _____ policy # _____

I am a sole proprietor, general contractor, or homeowner (circle one) and have hired the contractors listed below who have the following workers' compensation policies:

company name: _____
 address: _____
 city: _____ phone #: _____

insurance co. _____ policy # _____

company name: _____
 address: _____
 city: _____ phone #: _____

insurance co. _____ policy # _____

Attach additional sheet if necessary.
 Failure to secure coverage as required under Section 25A of MGL 152 can lead to the imposition of criminal penalties of a fine up to \$1,500.00 and/or one years' imprisonment as well as civil penalties in the form of a STOP WORK ORDER and a fine of \$100.00 a day against me. I understand that a copy of this statement may be forwarded to the Office of Investigations of the DIA for coverage verification.

I do hereby certify under the pains and penalties of perjury that the information provided above is true and correct.

Signature _____ Date _____

Print name _____ Phone # _____

official use only do not write in this area to be completed by city or town official

city or town: _____ permit/license # _____

check if immediate response is required

contact person: _____ phone #: _____

(revised Sept. 2003)

- Building Department
- Licensing Board
- Selectmen's Office
- Health Department
- Other _____



The TOWN OF NORWOOD

Commonwealth of Massachusetts

TO: DPW PERSONNEL PUBLIC WORKS DEPARTMENT
 FROM: JOSEPH M. WELCH JOSEPH M. WELCH
 Supt. of Public Works
 GARY P. SCHORER
 Asst. Supt. of Public Works
 RE: DEPARTMENTAL FEES AS OF 1/23/04

THE FEES LISTED BELOW ARE IN EFFECT AS OF THE ABOVE DATE.

PLEASE INFORM ANY RESIDENT, THAT THESE FEES WILL BE APPLICABLE TO THE SERVICES THEY ARE REQUESTING.

HIGHWAY FEES

R8814	Street Opening Permits	\$	50.00	
R8813	Curb Cut	\$	25.00	
R8815	Sidewalk Const.	\$	50.00	Monthly

SEWER / DRAIN FEES

R8811	Sewer Renewal	\$	100.00	
R8809	6-8 Sewer	\$	1,000.00	
R8812	O.T. Sewer	\$	200.00	
R8809	Multi Unit Sewer Conn	\$	200.00	per unit-over 3 units
R8810	10"+ Connection	\$	1,500.00	

WATER FEES

R8818	1" WaterTap	\$	250.00	
R8800	4" Tap	\$	500.00	
R8819	6-8" Tap	\$	1,000.00	
R3110	10+ Water Connection	\$	1,500.00	
R3802	Water Renewal	\$	100.00	
R3803	Flow Test	\$	100.00	
R3808	Fzn. Meter Replacement	\$	200.00	
R3808	Frozen Service	\$	200.00	
R3807	Meter Testing	\$	50.00	
R8804	O.T. Water Shut Off/On Fee	\$	125.00	One man - \$200 for two
R3807	Final Reads	\$	25.00	
R8818	Multi Unit Water Conn.	\$	200.00	per unit - over 3 units

BUILDING PERMIT INSPECTION SEQUENCE

EXCAVATION/FOUNDATION/FOOTING/HOLE/TRENCH INSPECTION

- [1] When your excavation hole is finished, the contractor is to call the Building Inspector for an inspection. After the excavation is approved, the footing and/or foundation may be poured.

Before a foundation is backfilled the Building Inspector has to inspect the foundation waterproofing. Check your building card to confirm the inspection has been done and the work approved.

If a trench has been dug for wiring, the Wiring Inspector is required to inspect this trench *prior* to filling in the trench. Your licensed electrician is required to call for this inspection. Check your building card to confirm the inspection has been done and the work approved.

ROUGH INSPECTIONS

- [2] Rough wiring inspections are requested by the electrician. He is to call the Wiring Inspector when he is ready. Check your building card to confirm the inspection has been done and the work approved.

Rough plumbing and/or gas inspections are requested by the plumber or gas fitter. He is to call the Plumbing & Gas Inspector when he is ready. Check your building card to confirm the inspection has been done and the work approved.

After the rough inspection for wiring, plumbing and gas has been approved – the building contractor will call for a rough *framing* inspection. Check your building card to confirm the rough inspection has been done and the work approved.

Now your contractor can install the insulation. When he finishes installing the insulation the building contractor will call for an insulation inspection. Check your building card to confirm the insulation inspection has been done and the work approved.

Now your sheetrock can be applied to cover both the framing and the insulation.

FINAL INSPECTIONS

- [3] Repeat the same sequence as done with the other inspections.
Wiring Inspector is called by the licensed electrician for a final inspection of his work. Check your building card to confirm the final inspection has been done and the work approved.
Plumbing & Gas Inspector is called by the licensed plumber/gas fitter for a final inspection of his work. Check your building card to confirm the final inspection has been done and the work approved.
Fire Prevention Officer is called by the building contractor when smoke detectors have been installed. He will make an on site inspection to approve the location and assure that they function properly. Check your building card to confirm this inspection has been done and the work approved.
Building Inspector is the *last* person in the inspection process to do a final inspection. If approved, the Building Inspector will take the bottom portion of the card. You will then **receive** a certificate of occupancy in the mail from us.

No occupancy or use of an addition or area can occur until a certificate of occupancy is in your possession.



CONFUSED?

Any questions you might have will be answered as promptly as possible by the Building Inspector. *Office hours* are 11-12 noon or 3:00 – 4:00 p.m. Monday through Friday. To speak to an Inspector either call [781] 762-1240 ext. 202 or 205 during those hours or feel free to come to town hall to discuss things in person.

In addition, you may also need to ask questions of the Department Heads listed below relative to their particular fields.

Dept. of Public Works	Joseph Welch, Supt.	[781] 762-1413
Board of Health	Gary Schorer, Asst. Supt.	[781] 762-1413
Conservation Commission	Phyllis Boucher, Director	[781] 762-1240 x-174
	Al Goetz	[781] 762-0781
	[Mon-Fri – 8 – 11 a.m. only]	
Fire Department	Chief T/B/A	[781] 762-0080
	Deputy Chief Ronald Maggio	[781] 762-0080
Planning Board	Steve Costello, Town Planner	[781] 762-1240 x-164
Municipal Lt. Dept. Operations	Jim Collins, Asst. Superintendent	[781] 762-3203
	T.J. Balfour, Foreman	[781] 762-3203
Sewer & Water Billing	Donna LeRoy	[781] 762-5180
Town Engineer	Mark Ryan	[781] 762-1240 x-161
Civic Center/Recreation Dept.	Gerry Miller	[781] 762-0466
School Dept. Administration	100 Westover Parkway	[781] 762-6804
Voter Registration	Clerks Office-Town Hall	[781] 762-1240 x-152
Morrill Memorial Library	33 Walpole Street	[781] 769-0200
Treasurer/Tax Collector	Robert Maguire	[781] 762-1240 x-111
Assessor's Office	Paul Wanacek	[781] 762-1240 x-141
Senior Center	Jr.High North-275 Prospect Street	[781] 762-1201
Recycling Info. Line	Recording	[781] 762-2242
Rubbish Collection	D.P.W.	[781] 762-1413
Police Department	Business Line	[781] 762-6888
Fire Department	Business Line	[781] 762-0080
Plumbing Inspector	Jim Capaldo	[781] 762-1240 x-201
Wiring Inspector	Tim Fruci	[781] 762-1240 x-204
Local Cable/Internet Access	Municipal Light Dept.	[781] 948-1150
Chamber of Commerce	190 Vanderbilt Avenue	[781] 769-1126