

TOWN OF MIDDLEBOROUGH, MA
Instructions for filing for a Building Permit

1. ALL PAPER WORK must be submitted with the application
2. DO NOT START any work, including excavation until permit has been issued.
3. STREET NUMBER must be posted on lot and be visible from street.
4. IF SITE WORK IS WITHIN 100' OF WETLAND you must obtain approval from the Conservation Department. If they give you an Order of Conditions, you will need to submit a copy of it along with the Book and Page where it is recorded at the Registry of Deeds.
5. SPECIAL PERMIT OR VARIANCE from Zoning Board of Appeals. If one is required, you must submit a copy of the decision along with certification from Town Clerk that it has not been appealed. The Book and Page where it is recorded at the Registry of Deeds must be noted on the decision.
6. LICENSED CONSTRUCTION SUPERVISOR must appear in person and submit a photocopy of their MA Construction Supervisors license, and H.I.C. registration.
7. HOMEOWNERS THAT ARE EXEMPT from being required to have a license must sign the Homeowner Exemption section of the building permit application.
8. THE WORKMAN'S COMPENSATION FORM must be completed and a Certificate of Insurance is required for our files.
9. IF LOT IS UNDERSIZED in accordance with the current minimum lot size you should submit legal documented proof that the lot is protected by law.
10. TWO SETS OF BUILDING PLANS drawn to scale (1/4"=1') showing all elevations, floor plans, framing details, foundation and cross section. Proposed sun decks to be shown. Clear plans only will be accepted. One set will be returned to you that must be kept at the construction site at all times. (Three sets plans required for COMMERCIAL work with description of use group, type of construction for fire resistance rating, HVAC system with fuel source, complete sprinkler system plans for all structures over 7,500 S.F. and stamped by Architect or Engineer.)
11. CERTIFIED PLOT PLAN must be submitted with application to show all setbacks of proposed work, (driveway location and upland building area to be shown for new dwellings) As built site plan required showing building setbacks prior to Certificate of Occupancy.
12. ENERGY CONSERVATION plans must show compliance to 2012 IECC energy Code.
13. CURB CUT approval must be obtained before beginning any work. A final inspection of the driveway apron must be obtained before receiving a Certificate of Occupancy.
14. POTABLE WATER SUPPLY must be in place before any permit can be issued for the construction of a detached one – or two – family dwelling.
15. SHEET METAL applications must be obtained before any work has begun.
16. WIND ZONE must be submitted with application to show it meets with Massachusetts Checklist for Compliance (780 CMR 5301.2.1.1)
17. APPLICATION FORM must be completely filled out. Name of owner must be shown in the town records, if not submit a copy of the most recent deed. Submit all of the above applicable items with application form. Incomplete packages will be denied and result in delayed start of project.

RESIDENCE A

175' FRONTAGE - 60,000 S.Q. FEET
25' SETBACK FROM STREET
10' FROM SIDE AND REAR LOT LINES MINIMUM

RESIDENCE B

125' FRONTAGE - 20,000 SQ FEET
25' SETBACK FROM STREET
10' FROM SIDE AND REAR LOT LINES

RESIDENCE RURAL

200' FRONTAGE - 80,000 SQ FEET
50' SETBACK FROM STREET
10' SIDE AND REAR LOT LINES

BUSINESS

NO MINIMUM LOT SIZE, STREET OR SIDELINE SETBACK
REAR SETBACK 10'

GENERAL USE

MUST COMPLY WITH SECTION V-A, RESIDENCE A
NO CLOSER TO ANY STREET LINE THAN 25'
BUSINESS: 35' SETBACK FROM STREET
25' SETBACK FROM SIDE & REAR
75' FRONTAGE

INDUSTRIAL

NO MINIMUM LOT SIZE
150' SETBACK FROM ALL LOT LINES AND STREET

INSPECTION SCHEDULE

Site Inspection

1. Footings
2. Foundation
3. Rough Wiring
4. Rough Plumbing
5. Rough Frame
6. Insulation
7. Final Wiring
8. Final Plumbing
9. Final Building