

When are special permits required from the Planning Board or Board of Appeals ?

A **special permit** is required from the Planning Board for non-residential developments meeting any of the following criteria:

- New building over 10,000 SF.
- Addition over 5,000 SF.
- Development that generates 500 or more daily vehicular trips.

A **site plan special permit** is required from the Planning Board for any “externally enlarged” increase in excess of 240 SF of floor area or any expansion of the ground area devoted to the use.

Some uses require **special permits** from the Zoning Board of Appeals.

Applicants are urged to consult with the Building Commissioner in order to insure that the proper permits are applied for.

What is required upon completion of the project ?

The permit card must be returned with the appropriate inspector’s and departments signed off. Include a copy of the elevator certificate, if applicable. Completion affidavits from the Architect and Engineers, if applicable. All conditions included in any special permits must be completed or bonding arrangements will be necessary.

When is a building permit required ?

Building Permits are regulated by the Massachusetts State Building Code (780 CMR), which states: “ *It shall be unlawful to construct, reconstruct, alter, repair, remove or demolish a building or structure; or to change the use or occupancy of a building or structure; to install or alter any equipment for which provision is made or the installation of which is regulated by 780 CMR without first filing a written application with the building official and obtaining the required permit therefor.*”

How long does it take to get a building permit ?

Once all of the required documents are submitted, the building official has 30 days to review and issue a permit or return to the applicant for more information. The goal of the Tewksbury Building Department is to issue commercial permits within 14 days, provided of course that all the necessary information has been submitted.

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# GUIDELINES TO OBTAINING A COMMERCIAL BUILDING PERMIT



## Tewksbury Building Department

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**Hours: Monday-Thursday: 8:00 – 4:00  
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**Edward P. Johnson  
Building Commissioner/  
Weights and Measures**

## INFORMATION NEEDED:

### New Commercial Building

- Complete Building Permit Application
- Community Check List:
  - Assessor (address)
  - Board of Health – Septic
  - Board of Health - Kitchen
  - DPW - Sewer
  - DPW – Water
  - Fire Department
  - Planning
  - Conservation
- Construction Supervisor License
- Insurance Affidavit
- Trash Disposal Form
- 3 sets Construction Plans – Stamped
- Commercial Energy Code Review
- AAB Compliance
- Building Code Review
- Control Construction Affidavit (Architects & Engineers)
- Independent Structural Review (check for requirement)
- Copies of *Recorded* Special Permits (if applicable)
  - Planning – Site & Use
  - Appeals – Use & Variance
- Copy of Planning Board *Approved* Site Plan (if applicable)

### Commercial Addition

- Complete Building Permit Application
- Community Check List:
  - Board of Health – Septic
  - Board of Health - Kitchen
  - DPW - Sewer
  - DPW – Water
  - Fire Department
  - Planning
  - Conservation
- Construction Supervisor License
- Insurance Affidavit
- Trash Disposal Form
- 3 sets Construction Plans – Stamped
- Commercial Energy Code Review
- AAB Compliance
- Building Code Review
- Building Code – Chapter 34 Review
- Control Construction Affidavit (Architects & Engineers)
- Independent Structural Review (check for requirement)
- Copies of *Recorded* Special Permits (if applicable)
  - Planning – Site & Use
  - Appeals – Use & Variance
- Copy of Planning Board *Approved* Site Plan (if applicable)

### Interior Tenant Fit-up

- Complete Building Permit Application
- Community Check List:
  - Board of Health - Kitchen
  - Fire Department
- Construction Supervisor License
- Insurance Affidavit
- Trash Disposal Form
- 3 sets Construction Plans – Stamped
- Commercial Energy Code Review
- AAB Compliance
- Building Code Review
- Building Code – Chapter 34 Review
- Control Construction Affidavit (Architects & Engineers)
- Copies of *Recorded* Special Permits (if applicable)
  - Planning – Site & Use
  - Appeals – Use & Variance
- Copy of Planning Board *Approved* Site Plan (if applicable)

**NOTE:** The above information is a guideline. Additional information may be required specific to your project.