

## Building Department

The following is a list of the required forms to be filled out for the appropriate permit to be obtained.

### Roofing, Siding, Interior Rehabilitation Permits

- Building Permit Application
- Workers Comp Affidavit
- Photo Copy Of H.I.C. And/Or C.S.L. Licenses
- Copy of Contract
- Floor Plan Or Proposed Interior Work
- Engineering Affidavits for Engineered products

**NOTE:** All dumpster permits require sign off from Fire Department prior to issuance of Bldg Permit

### Addition Or Decks

- Building Permit Application
- Certified Surveyed Plot Plan
- Workers Comp Affidavit
- Photo Copy of H.I.C. And C.S.L. Licenses
- Copy Of Contract
- Floor/Crossection/Elevation Plan Of Proposed Work With Sprinkler Plan And Hydraulic Calculations (If Applicable)
- Mass check Energy Compliance Report (If Applicable)
- Engineering Affidavits for Engineered products

**NOTE:** All dumpster permits require sign off from Fire Department prior to issuance of Bldg Permit

### New Construction (Single and Two Family)

- Building Permit Application
- Certified Proposed Plot Plan
- Photo of H.I.C. And C.S.L. Licenses
- Workers Comp Affidavit
- Two Sets of Building Plans (One To Be Returned) to Include Sprinkler Plan And Hydraulic Calculations (If Applicable)
- Copy of Contract
- Mass check Energy Compliance Report
- Engineering Affidavits for Engineered products

**NOTE:** All dumpster permits require sign off from Fire Department prior to issuance of Bldg Permit

In all cases if a variance or special permit was required the Town Clerks office must stamp the decision from the Board of Appeals that the appeal period is over. The applicant must then get this recorded at the Registry of Deeds. One copy and proof of recording must be submitted with the building application

**BUILDING PERMIT  
TOWN OF NORTH ANDOVER  
APPLICATION FOR PLAN EXAMINATION**



Permit NO: \_\_\_\_\_

Date Received \_\_\_\_\_

Date Issued: \_\_\_\_\_

**IMPORTANT: Applicant must complete all items on this page**

LOCATION \_\_\_\_\_  
 \_\_\_\_\_  
 Print

PROPERTY OWNER \_\_\_\_\_  
 \_\_\_\_\_  
 Print

MAP NO: \_\_\_\_\_ PARCEL: \_\_\_\_\_ ZONING DISTRICT: \_\_\_\_\_ Historic District      yes      no  
 Machine Shop Village      yes      no

TYPE OF IMPROVEMENT	PROPOSED USE	
	Residential	Non- Residential
<input type="checkbox"/> New Building <input type="checkbox"/> Addition <input type="checkbox"/> Alteration	<input type="checkbox"/> One family <input type="checkbox"/> Two or more family No. of units: _____	<input type="checkbox"/> Industrial <input type="checkbox"/> Commercial
<input type="checkbox"/> Repair, replacement <input type="checkbox"/> Demolition	<input type="checkbox"/> Assessory Bldg _____ <input type="checkbox"/> Other	<input type="checkbox"/> Others:
<input type="checkbox"/> Septic <input type="checkbox"/> Well <input type="checkbox"/> Water/Sewer	<input type="checkbox"/> Floodplain <input type="checkbox"/> Wetlands	<input type="checkbox"/> Watershed District

**DESCRIPTION OF WORK TO BE PREFORMED:**

**S A M P L E**

**Identification Please Type or Print Clearly)**

OWNER: Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

CONTRACTOR Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor's Construction License: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Home Improvement License: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

ARCHITECT/ENGINEER \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ Reg. No. \_\_\_\_\_

*FEE SCHEDULE: BULDING PERMIT: \$12.00 PER \$1000.00 OF THE TOTAL ESTIMATED COST BASED ON \$125.00 PER S.F.*

**Total Project Cost:** \$ \_\_\_\_\_ **FEE:** \$ \_\_\_\_\_

Check No.: \_\_\_\_\_ Receipt No.: \_\_\_\_\_

**NOTE:** *Persons contracting with unregistered contractors do not have access to the guaranty fund*

Signature of Agent/Owner \_\_\_\_\_ Signature of contractor \_\_\_\_\_



