



Department of Municipal Licenses and Inspections

Mary E. McGrath, R.S., Director
90 Pond Street – Braintree, Massachusetts 02184

Building Division Telephone: 781-794-8070 Fax: 781-794-8022
Health Division Telephone: 781-794-8090 Fax: 781-794-8098

Joseph C. Sullivan
Mayor

Building Permit Check-List

Permit Application Package: (Please note all forms must contain original signatures, professional registration and notary as required).

- **Building Permit Application** – Applications must contain the name, address, phone number and license information of the contractor of record. **NO** applications will be accepted or reviewed without this information. The name of the establishment must be included in the text of the proposed work description.
- **Workmen Compensation Affidavit** – This form must be completed by the contractor of record, while we also require a copy of an insurance binder this is **NOT** a substitute for this form which is a Commonwealth of Massachusetts requirement with each application.
- **Construction Control Affidavit** – The provisions of 780 CMR (Massachusetts State Building Code, Eighth Edition) under Chapter 1, Section 107 requires the filing of this form when work is to be performed in a building containing over 35,000 Cu. Ft. As such this form must be signed and stamped by the Design Professional as well as notarized.
- **Affidavit for Estimated Cost** – The provisions of 780 CMR (Massachusetts State Building Code, Eighth Edition) under Chapter 1, Section 109.3 requires this form to reflect the best estimated value of the work to be performed. In preparing this affidavit all costs related to Architectural, Electrical, Plumbing, Gas, HVAC, Fire Protecting, Fixturing & Signage must be taken into account. This form may be prepared by either the Design Professional or Tenant and must be notarized.
- **Debris Form** – In accordance with MGL c.40, s. 54 the name of the solid waste facility to be used for disposal of construction debris must be made known to the Building Division at the time of permit application.
- **Supplemental Material** – A copy of the Contractor of Record's Massachusetts State Construction Supervisors License (Unrestricted), Workers Compensation Binder.

Plans, Specifications & Narratives: (Please note only **one** set must contain a "Wet Seal" of the Design Professional, all other required sets may be copies).

- **Construction Plans** – Four (4) sets of plans containing all proposed Architectural, Electrical, Plumbing/Gas, HVAC, Fire Suppression/Alarm, Fixturing & Signage.
- **Interior Lighting Compliance Certificate** – In accordance with 780 CMR (Massachusetts State Building Code, Sixth Edition) Chapter 13. The use of COMcheck Software Version 3.5.2 is required. (Two Sets)
- **Seismic Calculations** – In accordance with 780 CMR (Massachusetts State Building Code, Eighth Edition), Chapter 16, Section 1613 for all fixed shelving, ceilings and applicable modifications. (Two Sets)

- **Fire Suppression/Alarm Narrative** – In accordance with applicable provision of NFPA standards. (Two Sets). Additionally, please be advised that if a specific project involves the use of welding or cutting torches or is otherwise deemed “Hot Work” in buildings or structures which are partially occupied, please contact either Deputy Chief Steve Sawtelle or Chief Kevin Murphy at the Braintree Fire Department (781) 843-3601 to determine if supervision by the Braintree Fire Department is necessary.

Fee’s & Schedules: (Please note all fee’s should be made payable to: Town of Braintree)

- **Permit Fee’s** – Building permit fee’s do not need to be provided at time of application, please see attached fee schedule for further information.
- **Plan Review Fee** – The required plan review fee **must** be provided at the time of application, **no** review of plans or applications will commence until this fee is paid. Please see attached fee schedule for further information.
- **Plan Review** – Upon receipt of a COMPLETE submission (Application, Plans, Specifications, Plan Review Fee) the Building Division of the Department of Municipal Licenses & Inspections will provide to the Fire Department, Water & Sewer, Planning, Health, Electrical Division & Plumbing/Gas Division, the information necessary for them to complete their review. Provided no discrepancies with respect to code related issues or established procedures outlined in this document exist, the entire review process should not take longer than thirty (30) days. Please note that should discrepancies be discovered in the course of review, such discrepancies will be brought to the attention of the applicant as soon as possible.

Construction:

- **Inspections** – All required inspections must be requested twenty-four (24) hours in advance of requested time. Inspections are required where applicable at: Excavation, foundation, rough frame, ceiling grid and final. Inspection of Electrical, Plumbing, Gas, Water & Sewer shall be at the direction of those Inspectors and Departments.
- **Reports** – At the time of inspection a “**wet sealed**” report from the Design Professional of record or their authorized field representative who must also be a registered Design Professional, must be on site.
- **Final Cost Affidavit** – Per 780 CMR (Massachusetts State Building Code, Eighth Edition) Chapter 1, Section 109, a final cost affidavit must be filed with the Building Division prior to the issuance of a Certificate of Occupancy. This affidavit must accurately reflect the actual expenditures for the permitted construction. All related job change orders describing the specifics and related costs for all trades must be provided at this time along with the Affidavit. In the event that a project has exceeded the estimate cost, the applicant will be responsible for the additional permit fees which must be paid prior to the issuance of a Certificate of Occupancy.
- **Final Construction Control Affidavit** – In accordance with 780 CMR (Massachusetts State Building Code, Eighth Edition) Chapter 1, Section 107 requires that an Affidavit by the Design Professional(s) attesting to the fact that the work described on the permit has been completed in accordance with the plans provided and all applicable regulations controlling construction. This form must be signed and stamped by the Design Professional as well as notarized.
- **Certificate of Occupancy** – This will only be issued after all required final inspections have been performed and all required affidavits and fees have been provided.

Contact Information:

Director of Municipal Licenses & Inspections – Marybeth McGrath – 781-794-8095

Building Inspector/Code Compliance Officer – Russell Forsberg – 781-794-8073

Building Inspector – Michael McGourty – 781-794-8076

Building Inspector – Eric Erskine – 781-794-8185

Electrical Inspector – Gerald Graham – 781-794-8075

Plumbing/Gas Inspector – Andrew Lyne, Jr. – 781-794-8074

Fire Chief – James O'Brien – 781-843-3601 x 4001

Deputy Fire Chief – Steve Sawtelle – 781-843-3601 x 4003

Health Inspector – Amy Carey – 781-794-8096

Health Inspector – Sean Collins – 781-794-8093

Design Standards:

Massachusetts State Building Code – 780 CMR, Eighth Edition

National Electric Code – 2011 Edition

Plumbing/Gas Fitting Code – 248 CMR, Amended 3/11/2005

International Mechanical Code – 2009

Architectural Access Code – 521 CMR

Food Code – 105 CMR

Fire Protection/Suppression – NFPA 13 & 72

International Energy Conservation Code – 2009 IECC

International Existing Buildings Code – 2009 IEBC

Town of Braintree Zoning Ordinances – As Amended