

PROCEDURE FOR OBTAINING A BUILDING PERMIT

(Revised: January 5, 2004)

The following is an outline of the steps that must be taken in order to secure a building permit, including the necessary supplementary permits or approvals, as may be required. The Board of Selectmen hopes that this procedure will eliminate confusion that might otherwise arise. Specific questions or a more in-depth review of a particular department's requirements may be discussed with each inspector. **To view our Zoning, Wetlands and General Bylaws, please visit our website at www.hampden.org. Please sign the bottom of this page to indicate that you have read this procedure.**

1. Application to Building Department

Complete the building permit application and submit to the Building Inspector with 2 sets of site plans prepared by a professional engineer or Registered Land Surveyor, along with the application fee, in accordance with Zoning Bylaw 8.1.3. If you have questions, contact:

Mark Feeney: 566-2204

2. Planning Board

The application and plot plan will be submitted to the Planning Board. Petitioner will verify that this is a registered lot, with the proposed building meeting all zoning requirements (which may include application to the Ridgeline & Hillside Committee - Zoning Bylaw 7.12). If you have questions, contact the:

Planning Board: 566-2403

3. Highway Department

If the driveway requires the crossing of an open ditch, contact the Highway Superintendent for sizing and proper installation of the culvert. When any new driveway is installed (entering off of a paved roadway), the builder will be required to pave an apron from the edge of the pavement back to the front property line (usually 7-10 feet) at the driveway entrance. If you have questions, contact: **Dana Pixley: 566-8842**

4. Conservation Commission

Verify with this Board if your property or part of your property is in or near the Wetlands Area. If you have questions, contact: **566-2206**

5. Percolation Test

Year-round testing. The Owner/Engineer completes an application and pays the fee to the Board of Health and arranges an appointment for percolation with the Board of Health Agent. Percolation test is valid for two (2) years from date of issue.

6. Well Permit

Licensed well installer submits completed application, and fee to the Board of Health for review and approval.

7. Well Installation

After the well is installed, the installer must file a Well Water Completion report with the Board of Health. Property owner must then have the water tested, with results sent to the Board of Health before a building permit will be issued.

8. Disposal Works Construction Permit Application

Engineer submits Disposal Works Construction Permit, signed and stamped by the engineer, signed and dated by the owner, and applicable fee paid to the Board of Health for review and approval. An approved septic permit shall expire three (3) years from the date of issue according to Title V regulations.

9. Septic Installation

Septic Installer must be licensed by the Town of Hampden and must notify the Board of Health before installation begins. All work must comply with Title V regulations. The installer is to contact the Board of Health agent to schedule final inspection. The Board of Health agent and Design Engineer must inspect installation before system is covered.

10. Septic Compliance

Engineer and installer must sign Certificate of Compliance and submit an "As Built" drawing of the system installed, with the distances from permanent structures (such as the house) to the system components, after the final inspection and submit it to the Board of Health. The Board of Health will not issue a Certificate of Compliance until it is in receipt of the engineer / installer signed certificate.

11. Building Department

Building plans must be submitted to the Building Inspector for review. A building permit will not be issued until all prior steps have been successfully gone through. The permit is valid for three (3) years from date of issue. Construction work must begin within six (6) months of receiving building permit, and work must be finished within three (3) years. If you have questions contact: Mark Feeney: 566-2204

12. Electrical, Plumbing, Gas, Oil Burner, Smoke Detector, and Wood Stove Permits

Requests for the above permits are to be submitted to the Building Department, with the necessary fee. The applicant contacts the appropriate inspector with the inspection request. An Occupancy permit will be issued only after the Building Inspector checks with other inspectors to make sure all the above procedures have been completed, as well as insuring that the house number is permanently found on the property and easily readable from the street.