

**Town of Hingham Massachusetts
Office of the Building Commissioner**

BUILDING PERMIT REQUIREMENTS Per 780 CMR Massachusetts State Building Code

1. **WHEN REQUIRED:** A building permit is required whenever a project includes construction, reconstruction, alteration, repair, removal or demolition of a structure; change of use or occupancy of a building or structure, or installation or alteration of any equipment that is regulated by the Commonwealth of Massachusetts State Building Code.
2. **PENALTY:** Failure to obtain a building permit or starting work before a permit is issued may result in increased permit fees, fines up to \$1,000.00/day, imprisonment or any and all of the foregoing.
3. **APPLICATION:** The Building Department uses an online permitting program. This system enables the town constituents to apply online for permits, view sign-offs and enables a process review for numerous online permit submittals. The first step is to register and set up an account where you will create a User Id and Password. This will take less than five minutes and will save time when submitting permit applications. Important! Please be sure to use one of the supported browsers (this list appears when you register). The program is not compatible with Apple product browsers. Also, your pop up blocker must be "off" when you enter and submit a permit application. Contractors must either enter an owner's email address or submit a copy of a signed contract for the work being performed. The state code provides that the Building Department shall review a building permit application within thirty (30) days **after required approvals from all departments have been obtained in the online portal, fees paid and the Building Department has been notified.**
4. **PLANS AND SPECIFICATIONS:** One (1) set of plans and specifications shall be attached to the application in the online portal. All attachments should be in a pdf format.

Plans should include but not limited to:

- One scale plan of the lot. This plan should show dimensions of the lot, locations and dimensions of all existing and proposed structures, easements, drainage, location of any Flood Plain on the lot, Wetlands, etc.
 - Foundation plan with anchorage locations and clearly showing a minimum four (4) foot depth to the bottom of all footings.
 - Structural, mechanical and electrical plans in sufficient detail to determine code compliance (including exterior building envelope component materials with U-Values, heat loss information, HVAC sizing, etc. for 2018 IECC Energy Code Compliance. **All computations and specifications for STEEL or MANUFACTURED LUMBER shall bear the stamp & signature of a professional engineer registered with the Commonwealth of Massachusetts. Any changes or modifications to the approved plans must be submitted in writing for the Building Department approval.**
 - **HERS rater information is required for all new dwellings.**
5. **STAMPED PLANS:** Plans and specifications for any building containing more than 35,000 cubic feet of enclosed space must be stamped and signed by a qualified registered professional engineer or registered architect (original stamp and signature on each page).
 6. **POSTING PERMIT:** The original building permit must be posted at the site in clear view and protected from the weather at all times until the Certificate of Use and Occupancy is issued. **Approved plans must be kept at the site for inspectors use.**
 7. **OCCUPANCY:** Upon completion of the work and prior to occupancy, the building permit card with all required approval signatures must be submitted to the Building Department, along with the requisite fee, in order to obtain a Certificate of Use and Occupancy. Occupancy or use of a building or structure without this certificate is subject to penalties as noted in #2 above.
 8. **GENERAL:** It is the applicant's responsibility to notify each inspector at least twenty-four (24) hours in advance of each required inspection.