



Procedures for Submitting Building Permit Applications

The Code Enforcement Office has implemented the following guidelines for accepting both *Commercial* and some *Residential* building permit applications to help expedite the review process.

Prior to submitting the building permit application ~ Please observe the ***Departmental Approval*** box located in the upper left hand corner of the permit application.

- **Board of Health** ~ A sign-off is required in the following scenarios:
 1. Demolishing or moving a building.
 2. Building or renovating a *restaurant*.
 3. Scope of work triggers review and/or alteration of existing septic system.
 4. When the water supply source for a new building is an artesian well.
 5. When the use (business) deals with the storage/handling of hazardous and/or petroleum based products.

*Please provide the Board of Health Department with the proper documentation so that they can initial and date the application **prior to** submitting it to the Code Enforcement Office.*

- **Department of Public Works** ~ A sign-off is required in the following scenarios:
 1. Demolishing or moving a building
 2. Building or renovating a *restaurant*.
 3. Construction of a new building.

*Please provide the Department of Public Works with the proper documentation so that they can initial and date the application **prior to** submitting it to the Code Enforcement Office.*

- **Conservation** ~ A review and/or sign-off is required in the following scenarios:
 1. Exterior work involving the excavation of soils (i.e. new buildings, demolishing a building, additions, decks, swimming pools, parking lots, etc.)
 2. Placement of accessory structures/buildings (i.e. sheds, concrete pads, etc.)

The Conservation Department is located within the Code Enforcement Department. When the building permit application is submitted to the Code Enforcement Department, it will first be reviewed by the Conservation Administrator (CA) for wetland issues. If the CA determines that the scope of work triggers further review and/or approval by the Conservation Commission then that separate process must be completed before the building permit application is forwarded to the building inspector for review.

- **Fire Department** ~ A review and/or sign-off is required in the following scenarios:
 1. New buildings (both commercial and residential)
 2. Additions (commercial and sometimes residential)
 3. Alterations and renovations of existing buildings (commercial and sometimes residential)
 4. Demolishing or moving a building.
 5. New installation or modification of fire suppression/alarm systems.
 6. Special Uses and Occupancies under Ch.4 of 780 CMR.

All information for Fire Department review will be submitted to the Code Enforcement Department and will be forwarded to them through our office.

Once the Fire Dept. 's permit is ready to be issued you will be contacted by the building inspector to go to the Fire Dept. to pick up and pay for the permit. Fees are as follows:

<i>Commercial Plan Review under 20,000 square feet</i>	<i>\$100.00</i>
<i>Commercial Plan Review over 20,000 square feet</i>	<i>\$200.00</i>

Once the Fire Dept. 's permit is in hand, the applicant will submit a copy to the building department.

Submittal of building permit application ~ The required documents at the time of submittal are critical in expediting the issuance of the building permit application. Although the scope of work will dictate what documents are going to be submitted, in most cases, the larger projects require sufficient plans and details to fully describe the work intended, including but not limited to all details to sufficiently describe the ***structural, fire suppression, fire alarm, egress, mechanical, light & ventilation, energy conservation, architectural access systems.***

Here are some important points to be aware of:

- Any building over 35,000 cubic feet will trigger construction control requirements in accordance with **s.116, 780 CMR** and will require the services of a registered architect and/or engineer and the submittal of *construction control affidavits*.
- All plans for most commercial projects and some complex residential projects shall bear the original seal and original signature of a Massachusetts registered professional engineer or registered architect responsible for the design.
- The building official has up to thirty (30) days to examine the permit application once submitted. *However, if all of the proper documents are submitted w/ the application then the average turn around for a permit to be issued is between 7 to 10 days.*
- Three (3) sets of plans shall be required when submitting the building permit application. The Building Official may request additional copies of other documents within the application package to assist the Fire Department's review.

Attached please find the sections of the building code that will most likely be applicable in a typical commercial project and more complex residential projects. Please forward to your architect or engineer responsible for the design of the project.

TOWN OF BEDFORD
BEDFORD, MASSACHUSETTS 01730



TTD/TTY: 781-687-6124

The Required Documents necessary at time of submittal to Building Department shall include sufficient plans and details to fully describe the work intended, including but not limited to all details sufficient to describe the structural, fire protection, fire alarm, mechanical, light and ventilation, energy conservation, architectural access and egress systems. The Building Official will require such calculations, descriptions narratives and reports deemed necessary to fully describe the basis of design for each system regulated by 780 CMR. In accordance with the provisions of M.G.L. c 143 s. 143, s. 54A all plans shall bear the original seal and original signature of a Massachusetts registered professional engineer or registered architect responsible for the design, except as provided in M.G.L. c. 143, s. 54A and any professional or trade as provided in M.G.L. c. 112, s. 60L and M.G.L. c. 112 s. 81R.

When such application for permit must comply with the provisions of 780 CMR 4 or 780 CMR 9 or 780 CMR 34, the building official shall cause one set of construction documents filed pursuant to 780 CMR 110.7 to be transmitted simultaneously to the head of the local Fire Department for his file, review and approval of the items specified in 780 CMR 903.0 as they relate to the applicable sections of 780 CMR 4 or 780 CMR 9, or 780 CMR 34. The head of the local fire department shall within ten working days from the date of receipt by him, approve or disapprove such construction documents. If the head of the local Fire Department disapproves such construction documents, he or she shall do so in writing citing the relevant sections of noncompliance with 780 CMR or the sections of the referenced standards of Appendix A. Upon the request of the head of the local fire department, the building official may grant one or more extensions of time for such review provided, however, that the total review by said head of the local fire department shall not exceed 30 calendar days. If such approval, disapproval or request for extension of time is not received by the building official within said ten working days, the building official may deem the construction documents to be in full compliance with the applicable sections of 780 CMR4, 780 CMR 9 or 780 CMR 34 and therefore approved by the head of the local fire department.

To assist in the application process all items listed below should be detailed thoroughly prior to submitting to the Building Department. Any applications that are not complete with all items listed below will be returned as incomplete.

The Following sections of the Mass State Building Code 780 CMR are listed below to partly assist in the preparation of construction documents to be complete at time of submittal to Building Department.

780 CMR 302.0 Classification

780 CMR 307.0 Provide Evaluation of quantities and hazards of all hazardous Materials in accordance with Tables 307.7 (1) and (2)

780 CMR 501.0 Height and Area (if applicable)

780 CMR 602.1 Types of Construction

780 CMR 703.0 Fire-resistant Materials and Construction

709.0 Fire Separation Assemblies

708.0 Fire Partitions

709.0 Smoke Barriers

780 CMR 801.0 Interior Finishes

780 CMR 903.0 Fire Protection Systems

901.7.1.1 Fire Protection Construction Documents (in depth narrative using template provided by BBRS. Items 1-21 including design reasoning and intent and all hazards associated with hazardous materials and commodity storage)

901.7.1.2 Plans.

For F, H, M, and S use groups an "Owners Certificate" NFPA 13

780 CMR 907.1.1 Fire Protective Signaling Systems (Fire Alarms)

780 CMR 1003.0 Construction Documents of Means of Egress

1004.0 Occupant Load

1011.0 Exit Signs and Lights

780 CMR 1101.1 521 CMR Architectural Access Board

780 CMR 1203.1 Interior Environment

780 CMR 1301.8.2 Energy Plans and Specifications IECC 2006 and Supplement '07

780 CMR 2801.1 Construction Documents for Mechanical 101.5.7 Comcheck 3.6

780 CMR 2701.0 Electrical Equipment and Systems to conform to 527 CMR

780 CMR 2901.0 Plumbing Systems to conform to 248 CMR

780 CMR 3400.0 Existing Buildings

780 CMR 3402.1.1 Investigation and Evaluation

Also

Schedule of Values submitted by contractor listing all phases of project. This would also include any and all work not in the contractor's scope but is part of the renovation/alteration associated with Building Permit.

Example: Voice data being done by owner/tenant.

Office cubicles being supplied by tenant we are only wiring.

Tenant is supplying their own generator and UPS system.

Security system supplied by tenant, not in contract.

Please note: Any work done above ceiling by any sub contractors will be inspected prior to closing up the ceiling.

All Final Affidavits due prior to Final Inspections.

For H use groups, the Fire Dept. requests an extra set of documents and plans for a peer or Fire Marshall review.