



IMPORTANT NOTICE

Please make sure the building permit application is filled out in its entirety up to and including signatures of all parties involved.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

The following additional paperwork will be required for *most* building permit applications:

- **THREE (3) SETS of PLANS**
- **CERTIFIED SCALED PLOT PLAN (if applicable) IDENTIFYING ZONING DISTRICT, FLOOD HAZARD INFORMATION, WETLANDS, AND STRUCTURE'S COMPLIANCE WITH DIMENSIONAL SETBACK REQUIREMENTS OF THE ZONING BY-LAW OF THE TOWN OF BEDFORD WHEN CONSTRUCTED.**
- **COPY of SIGNED CONTRACT**
- **LICENSE and INSURANCE INFORMATION**

Additional information on these requirements is found below:

- **THREE (3) SETS of PLANS** to scale showing scope of work to be performed. In most cases you will need floor plans identifying the use of each room/space, framing plans showing structural members and spans and elevation plans. Depending on the scope of work additional information may be required at the discretion of the building official. *If using steel or engineered lumber then you will be required to provide design calculations from the appropriate professional.*
- If you are building a new house, addition, detached accessory structure, swimming pool and/or deck then you will need a **CERTIFIED SCALED PLOT PLAN** showing the location of the new structure(s) to scale (i.e. 1"= 40', 1"= 20', etc.) and how close the new structure(s) are to all property lines. This will allow the zoning enforcement

officer to determine if the new structure(s) comply with the zoning bylaws.

- Copy of **SIGNED CONTRACT** to verify compliance with Home Improvement Contractor (HIC) requirements. All home improvement contractors registered with the State and who are entering into an agreement with homeowners for work exceeding \$1000 (one thousand dollars) **MUST** have a written contract. A list identifying the 14 items required to be found in such contracts can be found at: <http://www.mass.gov/?pageID=eopsterminal&L=4&L0=Home&L1=Consumer+Protection+%26+Business+Licensing&L2=License+Type+by+Business+Area&L3=Home+Improvement+Contractor&sid=Eeops&b=terminalcontent&f=dps+bbrs+hic+registration+program&csid=Eeops>
- Contractor's **LICENSE and INSURANCE** information. In addition to the written information provided in the building permit application, the contractor is required to provide a copy of his/her valid **Construction Supervisor's License (CSL), HIC Registration and proof of Worker's Comp. Insurance (if applicable).** If the homeowner is acting as the general contractor but is hiring sub-contractors to perform work (i.e. framer, electrician, plumber, etc.) then the homeowner shall provide insurance information of all sub-contractors with the application (*see section 9, page 4 of application*).

Christopher R. Laskey
Inspector of Buildings
Code Enforcement Director