

## FREQUENTLY ASKED QUESTIONS:

***These are frequently asked questions. The answers can be used as a guideline. If you are in need of further information, please call the Building Department.***

1. When is a building permit required?
2. Who fills out the building permit application?
3. Who can be issued a building permit?
4. Can you recommend a contractor for my project?
5. Can a homeowner obtain a building permit?
6. Can a homeowner apply for a Plumbing or Gas Permit?
7. Can a homeowner request an inspection for plumbing, gas, electrical or building that has been permitted?
8. Can I begin work once I submit my application?
9. When do I pay the fee for the permit?
10. How much will my permit cost?
11. How long does it take to obtain a building permit?
12. Are applications for permits available on line?
13. Are permits issued via the Internet?
14. Do I need a plot plan?
15. Can I get a copy of my plot plan from the Building Department?
16. Can a mortgage plan be used as a plot plan?
17. Is a building permit required for sheds?
18. What are the setback requirements in Lakeville?
19. Are accessory apartments permitted in Lakeville?
20. Is a building permit required for swimming pools?
21. Is a building permit required to erect a fence?
22. Is a building (Demolition) permit required for taking down a building or structure?
23. Once I obtain my permit, how long do I have to start the work?
24. When I start construction, is the work inspected?
25. Where do I keep the (yellow) Field Card – inspection record?
26. My project is complete. How do I get my certificate of occupancy?
27. Does a Building Permit expire?
28. Can a decision by the Building Commissioner be appealed?

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### **1) Q: When is a building permit required?**

***A: Any person seeking to construct, alter, repair, remove or demolish a building or structure; or to change the use or occupancy of a building or structure; or to install or alter any equipment for which provisions are made or is regulated by the 780 CMR Massachusetts State Building Code must first obtain a building permit from the Building Department. For more specific information, see 780 CMR Section 110.0 Application for Permit.***

***Note: This includes major construction as well as smaller projects, including but not limited to the following:***

***Vinyl siding***

***Roof re-shingling***

***Replacement windows / doors***

***Swimming pools (above ground and in ground)***

***Sheds***

***Wood / pellet stoves***

***Demolition***

***Signs (permanent & temporary)***

**2) Q: Who fills out the building permit application?**

*A: An application for a permit shall be filled out by the owner or lessee of the building or structure, or agent of either. For more specific information see 780 CMR Section 110.0 Application for Permit.*

**3) Q: Who can be issued a building permit?**

*A: A building permit can be issued to individuals that possess a valid construction supervisor's license (780 CMR R5) and are registered as a Home Improvement Contractor (780 CMR R6, MGL ch142A). An unrestricted construction supervisor license is valid for buildings and structures containing less than 35,000 cubic feet. A Home Improvement Contractor registration is generally required for an individual involved in the improvement of any existing building or structure containing one to four residential dwelling units.*

**4) Q: Can you recommend a contractor for my project?**

*A: No. We cannot recommend or comment on any contractors. We would suggest you obtain several quotes. You should also make sure any contractor you are thinking of hiring has a valid supervisor's license, is registered as a home improvement contractor if your project involves an owner occupied 1-4 family dwelling and has worker's compensation insurance.*

**5) Q: Can a homeowner obtain a building permit?**

*A: Yes. A homeowner who resides at the property or intends to reside at the property can obtain a building permit. The homeowner will be acting as the contractor and subject to 780 CMR rules and regulations.*

**6) Q: Can a homeowner apply for a Plumbing or Gas Permit?**

*A: No. Any work associated with plumbing or gas fitting must be performed by individuals licensed by the Commonwealth of Massachusetts.*

**7) Q: Can a homeowner request an inspection for plumbing, gas, electrical or building that has been permitted?**

*A: NO. Inspection requests must be made by the Plumber, Gasfitter, Electrician or Contractor who was issued that permit. Note: We will take an inspection from a homeowner (building / electric) only if that homeowner pulled his/her own permit.*

**8) Can I begin work once I submit my application?**

*A: No. Work can not proceed until the permit has been paid for and issued. Before work commences, a building permit must be in hand and the field card must be posted on site.*

**9) When do I pay the fee for the permit?**

A: Generally, the fee is determined at the time of submittal. On occasion, the application may need to be reviewed before a fee can be determined. However, the fee must be paid in full before the permit will be issued.

**10) How much will my permit cost?**

A: Pricing of a building permit is contingent upon the type of work being done. It is important to note: if electrical, plumbing or gas work is being done in connection with the building change, permits must be obtained separately. They are included in your building permit. Fee schedules are available on line and in the building department.

**11) How long does it take to obtain a building permit?**

A: Once a complete application is submitted to the Building Department, the actual review process can vary from one day to a maximum of 30 days, depending on the number of applications ahead of you and the scope of the work.

**12) Q: Are applications for permits available on line?**

A: Yes. They are available on the Town of Lakeville's website: [www.lakevillema.org](http://www.lakevillema.org)

**13) Q: Are permits issued via the Internet?**

A: No. Permits are not issued via the Internet.

**14) Q: Do I need a plot plan?**

A: Yes. Any proposal to construct a new building, structure, accessory structure (shed, swimming pools, etc.) or alter the foot print of any existing building or structures requires a certified plot plan to be submitted with your building permit application.

**15) Q: Can I get a copy of my plot plan from the Building Department?**

A: The Building Department may have one on file if your house was built recently or an addition was construction which required a plot plan.

**16) Q: Can a mortgage plan be used as a plot plan?**

A: A mortgage plan is only a rough layout of the structure or structures on a lot, and is only prepared for mortgage purposes. In some cases the building commissioner may determine a mortgage plot plan is sufficient for your

project. However, in most cases an accurate plot plan is needed, which may require you to have a plot plan prepared by a registered professional land surveyor.

**17) Q: Is a building permit required for sheds?**

A: Yes. All sheds or animal shelters do require a permit.

**18) Q: What are the setback requirements in Lakeville?**

A: All new structures are required to meet the following setbacks Zoning By-law 5.1

Residential: (Frontage – 40 ft.) (Side – 20 ft.) & (Rear – 20 ft.)

Business: (Frontage – 40 ft.) (Side – 40 ft.) & (Rear – 40 ft.)

Industrial: (Frontage – 40 ft.) (Side – 40 ft.) & (Rear – 40 ft.)

Industrial B: (Frontage – 60 ft.) (Side – 40 ft.) & (Rear – 40 ft.)

**19) Q: Are accessory apartments permitted in Lakeville?**

A: Yes. An accessory apartment is by definition: “An independent living unit containing a kitchen, bathroom, living area and independent means of egress, built into or attached to an existing single-family dwelling (referred to herein as the “principal dwelling”) and subordinate in size to the principal dwelling.” For further information please refer to 7.8 ACCESSORY APARTMENT of the Lakeville By-laws.

**20) Q: Is a building permit required for swimming pools?**

A: Yes. A building permit is required for both above ground and in ground pools. Regulations & applications for pools and fences are available on line and in the Building Department. An electrical permit must also be obtained.

**21) Q: Is a building permit required to erect a fence?**

A: Fences less than 10 ft. tall do not require a permit. (Please refer to pool regulations regarding fencing around above and in ground pools.)

**22) Q: Is a building (Demolition) permit required for taking down a building or structure?**

A: Yes. Applications can be obtained on line or in the Building Department.

**23) Q: Once I obtain my permit, how long do I have to start the work?**

A: Section 114.3 of the Massachusetts State Building Code states that “any permit issued shall be deemed abandoned and invalid unless the work

authorized by it shall have **commenced within six months** after its issuances.” Upon written request, the building commissioner may issue an extension. Once work commences, it must proceed in good faith continuously, and inspections are to be requested on a regular basis until completion.

**24) Q: When I start construction, is the work inspected?**

A: Yes. It is the responsibility of the permit holder to call the Building Department to arrange for the required inspections. If you have questions regarding inspections, we encourage you to contact this office. If inspections are skipped, it may result in removal of walls, insulation etc. in order to gain access to the work that was done.

**25) Q: Where do I keep the (yellow) Field Card – inspection record?**

A: The field card must be posted in a location visible from the street and accessible to all inspectors to sign off on your project.

**26) Q: My project is complete. How do I get my certificate of occupancy?**

A: You must have **all required sign off's for your project**. The Building Official is the last person to sign off. Completion of the project and issuance of an Occupancy Permit is contingent upon passing all final inspections. Once these requirements are met the building department will issue the Certificate of Occupancy.

**27) Q: Does a Building Permit expire?**

A: Yes. The expiration date appears the building permit issued. Any building permit issued shall be deemed abandoned and invalid unless the work authorized by it shall be commenced within six (6) months of the date of issuance. The building official, upon written request, may issue extensions.

**28) Q: Can a decision by the Building Commissioner be appealed?**

A: Yes. An appeal must be made within 30 days from the date of an order or decision. To file a notice of appeal, you may obtain an application with the Town Clerk's office.