

# Town of Harvard

## Building Department

### Building Permit Requirements

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## Barns and Detached Garages

- **Permit Application Form**

The permit application form must be filled out completely. (4pages)  
**Illegible or incomplete applications will not be processed.**

- **Owner Authorization**

If the applicant is anyone other than the owner of the property, a letter which authorizes the applicant to act as the owner's agent in obtaining the permit and to perform the work on the project is required.  
This letter must be signed by the property owner.

- **Construction Supervisor License**

Submit a valid copy of the Construction Supervisor License of the person who will be responsible for the project.

- **Worker's Compensation Certificate**

On page 3 of the Permit Application is a '**Workers Compensation Affidavit Form**' to be filled out. In addition to filling out the Affidavit, you must also submit a valid copy of the General Contractor's **Worker's Compensation Insurance Certificate**.

This Certificate must be site specific.

A building permit cannot be issued without Compensation Insurance unless the contractor is a sole proprietor.

- **Certified Plot Plan**

A Certified Plot Plan is required to determine zoning compliance for the proposed addition

This drawing must show the property lines, set-back lines, and the proposed location of the proposed addition and distances to property lines.

Further, the drawing must identify the zoning district, type of lot, the minimum set-back requirements for the lot type, and the lot size.

Also, the drawing must show the septic tank and leaching field locations.

This drawing must bear the original seal and signature of the register professional who is responsible for the data on the drawing.

**Photo copy, Fax, or e-mails will not be accepted.**

- **Board of Health**

The Board of Health must approve the location of your proposed building prior to the issuance of the building permit.

Submit Board of Health approvals with your permit application.

- **Wetlands Construction**

If your proposed construction is within the 100 foot buffer zone to a vegetative wetland area, you must obtain an **Order of Conditions** from the Harvard Conservations Commission.

Submit a copy of the **Order of Conditions**, in the current owner's name with your permit application

- **Historic Commission**

If your proposed construction is within the Harvard Historic District, you must submit a copy of the approval from the Harvard Historic Commission with your permit application.

- **Special Permits and / or Variances**

If your proposed building required a Special Permit or Variance, submit a copy of the documents which bear the stamp of the Registry of Deeds.

If these approvals are not filed, with the Registry, they will expire two years form the date of issuance.

- **Plans and Specifications**

A complete set of Architectural / Engineered plans is required.

Plans should be of sufficient detail to demonstrate Zoning compliance and with 780 CMR 7<sup>TH</sup> Edition (Building Code).

All plans to be draw to standard architectural scales (ie 1/4" = 1'-0", 1/8" = 1'-0")

Maximum drawing size 'D' (24" x 36")

**DO NOT** fold drawings. All drawing must be back rolled.

Plans which require the certification of a registered professional (ie registered Architect or Registered Engineer), all pages must be stamped.

The submitted plans **MUST** bear the original seal and signature of the professional of record.

Plans should include, but necessarily limited to:

Floor Plans

Exterior Elevations

Foundation Plans

Framing Plans

Framing Sections and Connection Details.

Lateral bracing method must be identified on drawing, also locations.  
All framing materials must be identified as to size, spacing, spans, and  
wood species  
Soil bearing capacity and footing sizes  
Concrete specifications.

Provide additional details and specifications to demonstrate compliance with the Code, as needed.

- **Engineering Certifications**

If your project contains any, engineered lumber, trusses (roof or floor) steel beams, vaulted ceilings, post 'n' beam framing, or unusual structural conditions, certification of the framing, connection details, and lateral bracing will be required by a Mass licensed structural engineer.

The submitted plans MUST bear the original seal and signature of the professional of record.

- **Energy Compliance** (if building is heated)

The Code requires that your project meet minimum energy standards. A copy of 'ResCheck must be completed, signed by the person making the calculations and submitted with your permit application, or the Prescriptive Package Form must be completed and submitted.

If the proposed addition qualifies as a Sunroom under 780 CMR 7<sup>TH</sup> Edition, the owner must sign the Sunroom Release Form.  
This document must be submitted with your application

- **Addition Information.**

The previous information was established to give you a guide to assembling your permit application package.  
Provide additional information and documents as may be need for your project.

If you have questions during the design development phase of your project, or while putting your application package together, you should contact the Building Commissioner, or come in during Monday morning office hours. (8:30am to 11:00am).