

Town of Harvard

Building Department

Building Permit Requirements

New House

- **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 house.

This drawing must show the property lines, set-back lines, and the proposed location of the new house 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.

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.

- **Special Permits**

Hammerhead and back land lots may develop only by Special Permit approved by the Planning Board. If your proposed development is on either of these type lots, you must submit a copy of the Special Permit granted for the development of the lot.

The submitted copy must have the stamps of the Registry of Deeds.

If the Special Permit is not filed with the Registry it will expire two years from the date of issuance.

- **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.

- **Driveway Connection Permit**

Submit a copy of your Driveway Connection permit issued by the DPW. This permit will also assign your street address.

- **Shared Driveway**

Shared driveways are created by **Special Permit** by the Planning Board.

If your proposed construction includes a shared driveway, you will have to submit a copy of the Special Permit issued for the creation of the driveway, with your permit application.

The Special Permit must be filed with the Registry of Deeds. The submitted copy must bear the stamp of the Registry to verify filing. If not filed with the Registry, the Special Permit will expire two years after the date of issuance.

Also, the shared driveway is under the jurisdiction of the Planning Board.

In addition to the Driveway Connection Permit (above), you must have the roughed-in driveway inspected by the Planning Board's engineer.

Submit his letter of approval with your permit application.

- **Septic Permit and Engineered Design Drawings**

Submit a copy of your septic permit approved by the Harvard Board of Health within the last 24 months, along with all engineered septic design drawings.

The septic permit must be in the current property owners name or it will not be accepted.

- **Well Test**

A building permit cannot be issued without a demonstrated potable water supply on the property.

After your well is installed, the water must be tested by a qualified testing agency.

A copy of this test must be submitted with your application package.

The test has to have been made within the last 12 months to be valid.

- **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 7TH 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**

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

- **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).