

Town of Harvard

Building Department

Building Permit Requirements

Renovations (No exterior expansion)

- **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.

- **Board of Health**

If your renovation includes the development of an additional bedroom, Board of Health approval will be required prior to the issuance of the building permit.

If the renovation includes the development, other than a bedroom, you must meet the Title V Sanitation requirements for total room count.

Submit Board of Health approvals with your permit application.

- **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

- 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

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).