

Department of Code Enforcement – Procedure for Obtaining Building Permits

Applications for **Building Permits, Plumbing & Gas Permits, and Electric Permits** can be obtained from this display or in the Department of Code Enforcement (*on the first floor of Town Hall, at the Green Street end of the building*).

Applications must be completely filled out in ink. All information requested must be included, if applicable. *If you are uncertain how to complete application forms or need to obtain information to be included, either telephone or visit the office that issues the permit(s) to ask for assistance.*

Building Permit applications, Plumbing and Gas Permit applications, and Electric Permit applications can be submitted to the Department of Code Enforcement, on the first floor of Town Hall, at the Green Street end of the building.

Building Permit applications must include **three (3) sets of plans** – including a scaled plot plan showing all existing structures, location of septic system and well(s). A workmens' compensation insurance affidavit and certificate of insurance is required. The certificate of insurance can be faxed or mailed directly from your insurance carrier naming the Town of Ipswich, 25 Green Street, Ipswich 01938 as the certificate holder. A certificate of insurance must be submitted with all wiring permit applications.

Building Permit applications **for new construction, major alterations, and additions must be brought to the Ipswich Fire Department for review.** They are located at 55 Central Street. Applications that require plan review by the Fire Department must be stamped by the official who reviewed the plans.

The bottom of the **Building Permit Application** may require signatures from other boards and departments (please review "Instructions for Obtaining Approvals for Building Permits"). For any work that is valued at \$5,000 or greater, applications must be signed by the **Tax Collector**. Any work that s value exceeds \$10,000.00 requires approval from the **Office of Utilities** which the Building Department will obtain at time of submission. Applications for any work on the exterior of existing structures and for all new construction and additions must be signed by the **Conservation Commission** (by the main entrance of Town Hall, on the 1st floor). A member of the **Historical Commission** must sign all applications for work proposed on any structure over seventy-five (75) years of age. Applications for commercial structures and additions, and new residential structures must be signed by the **Public Works Department, Planning Board** (Town Planner) and the **Fire Department**. Permit applications for new structures to be served by municipal water and/or sewer must be signed by the **Water & Sewer Departments**. Applications for work on existing or new structures served by a well and/or on-site sewage disposal (septic) system must be signed by the **Health Agent**. Applications for work on new or existing structures that are served by well and/or septic systems do not need signatures from the **Water or Sewer Departments**

Some projects may need approval(s) from other Boards prior to the issuance of a building permit. Special permits and variances are issued by the **Zoning Board of Appeals and/or the Planning Board**. These decisions usually require a public hearing prior to granting such permits. If proposed work is to be done in wetlands, wetland buffer zones or a flood plain, it requires a hearing and a permit from the Conservation Commission. **Special permits, variances, and permits from the Conservation Commission, Planning Board, or Zoning Board of Appeals could add thirty (30) to sixty (60) days or longer to the time of issuance of a building permit. The Historical Commission has the authority to delay demolition of some structures for one (1) year.** Please plan ahead for projects that require permits or approval from other boards prior to the issuance of a building permit!

Building permits are required for almost all types of work. This includes, but may not be limited to: roofing, siding, window replacement, detached accessory structures, signs, solid fuel burning devices (wood, coal & pellet stoves). A licensed construction supervisor must perform all work of a structural nature. A registered home improvement contractor must perform work on all owner-occupied one to four-family dwellings. A contractor must possess both a CSL license and a Home Improvement Registration if the work is of a structural nature and to be performed on an owner-occupied one to four-family dwelling.

Issuance of a building permit could take as long as thirty (30) days from the time the application is submitted. This time period does not begin until all required information is submitted with an application (this includes any required approval signatures). Permits are usually issued or denied within one week after submission.