

# Town of Harvard

## Building Department

### Building Permit Requirements

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## Additions

- **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.

- **Home Improvement Contractors Registration**

Submit a copy of your Home Improvement Contractors Registration. This is required for work performed on owner occupied home of four families or less. If you chose to use an unregistered contractor you must submit a waiver of rights form by doing this you relinquish h your rights under the HIC Laws.

- **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.

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**

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

Submit Board of Health approvals with your permit application.

If you are changing the “foot print” of the dwelling or adding an out buildings (e.g. garage, barn etc.) or a pool you will need to submit a proposed location plan with the exact location of all the subsurface sewage disposal system component locations (septic tank, leach field, reserve areas) and well location.

Food Service Operations including restaurant and residential kitchens require Board of Health issued licenses provide the license as part of your application.

- **Septic Permit and Engineered Design Drawings**

If your proposed addition / renovation includes the upgrade of the septic system, 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.

- **Wetlands Construction**

If your proposed construction is within the 100 foot buffer zone to a vegetative wetland area or 200' of a pond or stream, 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 addition 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 from 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 Current 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, or the Prescriptive Package Form must be completed and submitted.

If the proposed addition qualifies as a Sunroom under 780 CMR Current 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).