



TOWN OF LEICESTER

3 Washburn Square

Leicester, MA 01524

Phone: (508)892-7003 Fax: (508)892-1163

Building & Zoning Enforcement

Michael J. Silva

INFORMATION NECESSARY FOR THE ISSUANCE OF A BUILDING PERMIT

Requirements For New Construction, Additions, Major Renovations, or New Garages:

A completed building application packet with the property owner's signature and contractor's signature (including the following):

1. Two complete sets of building plans showing to scale and in detail the following information:
 - a) Building elevation plans showing all sides of the building in relation to the final grading.
 - b) Building floor plans and cross section showing all the floor levels of the building including the basement and foundation plan.
 - c) Building structural frame plans showing all structural components from the bottom of the footing to the top of the roof.
 - d) Building smoke, carbon monoxide and heat detector locations/fire protection systems for all floor levels of the building, including the basement.
 - e) Building insulation/ventilation plans per IECC 2015 energy codes requirements as amended by 780 CMR 13.00. HERS rater report required prior to issuance of building permits.
 - f) Other information deemed necessary by the Inspector of Buildings for proper building plan review.
 - g) All structures with engineered products and systems (steel and wood) will need documentation relative to proper installation by the manufacturer and **shall have a stamp from a registered design professional or registered architect.**
2. A driveway permit issued by the Town of Leicester Highway Department.
3. A trench permit for any water or sewer line trenches deeper than 3' issued by Town of Leicester Highway Department.
4. An approved sewage disposal system plan stamped and approved by the Town of Leicester Board of Health.
5. A copy of the water test mandated by the Town of Leicester Board of Health or a letter from the appropriate water company which will supply water to the lot.
6. A plot plan showing the lot size in square feet, frontage, location of all existing and proposed structures with setbacks to the front, side, and rear lot lines. Plan must also include delineation of all wetlands.
7. Conservation approval (before submitting permit application). Needed on ALL applications.
8. Copy of deed.
9. Copy of signed contract.
10. Copy of the Contractor Supervisor License (CSL) and the Home Improvement Contractor Registration (HIC if applicable) or a signed Homeowner Exemption Form.
11. Copy of Certificate of General Liability Insurance
12. Certificate of Workers Compensation insurance and signed affidavit must be filled out completely.



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Requirements For Pools, Decks, and Sheds:

1. A completed building application packet with the property owner's signature and contractor's signature. Must include signed Conservation Commission Building Permit Review Form and Solid Waste Affidavit.
2. A plot plan showing the lot size in square feet, frontage, location of all existing and proposed structures with setbacks to the front, side, and rear lot lines.
3. Two sets of plans with frame, cross section and elevation plans.
4. Copy of the Contractor Supervisor License (CSL) and the Home Improvement Contractor Registration (HIC) or a signed Homeowner Exemption Form.
5. Copy of Certificate of General Liability Insurance.
6. Certificate of Workers Compensation insurance and signed affidavit must be filled out completely.

Requirements For Roofing, Siding, Windows, Insulation and Remodeling

1. A completed building application packet with the property owner's signature and contractor's signature. Must include Conservation Commission Building Permit Review Form and Solid Waste Affidavit.
2. Copy of the Contractor Supervisor License (CSL) and the Home Improvement Contractor Registration (HIC) or a signed Homeowner Exemption Form.
3. Certificate of Workers Compensation insurance and signed affidavit must be filled out completely.
4. Copy of Certificate of General Liability Insurance.
5. Copy of signed contract.
6. Plan showing the proposed work if remodeling.

Requirements For Photovoltaic Systems (Solar Panels)

1. A completed building application packet with the property owner's signature and contractor's signature. Must include Conservation Commission Building Permit Review Form and Solid Waste Affidavit.
2. Copy of the Contractor Supervisor License (CSL) and the Home Improvement Contractor Registration (HIC) or a signed Homeowner Exemption Form.
3. Certificate of Workers Compensation and signed affidavit must be filled out completely.
4. Copy of Certificate of General Liability Insurance.
5. Copy of signed contract including estimated cost of installation.



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6. Evidence that the roof is structurally capable of supporting the system which generally requires an engineer's stamped affidavit.
7. Two sets of building plans.
8. Certified plot plan if permit is for a ground mounted system with setbacks to the lot lines.
9. A licensed electrician to complete the electrical permit application.

PAYMENT FOR THE BUILDING PERMIT WILL BE UPON ISSUANCE