



**Town Of Leicester**  
**OFFICE OF THE INSPECTOR OF CODES**  
3 Washburn Square  
Leicester, Massachusetts 01524-1333  
Phone: (508) 892-7003 Fax: (508) 892-1163  
**Building & Zoning Enforcement**  
Jeff Taylor

**Plumbing & Gas Inspector**  
John P. Dolan  
**Wiring Inspector**  
Paul A. Sarro

**INFORMATION NECESSARY FOR THE ISSUANCE OF A BUILDING PERMIT**

- 1- A complete set of 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 showing all floor levels of the building including the basement.
  - c) Building structural plans (cross section) showing all structural components from the bottom of the footing to the top of the roof.
  - d) Building smoke detector locations/ fire protection systems for all floor levels of the building, including the basement.
  - e) Building insulation/ ventilation plans, ( Mascheck or like programs) are a must.
  - f) Other information deemed necessary by the Inspector of Buildings for proper building Plan review.
  - g) All structures with engineered beams (steel and wood) will need documentation relative to the proper installation.
- 2- A driveway permit issued by the Town of Leicester Highway Department.
- 3- An approved sewage disposal system plan stamped and approved by the Town of Leicester Board of Health.
- 4- 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.
- 5- A plot plan of the lot showing all the boundary lines with dimensions, all of the existing and Proposed buildings and their setbacks from the property lines, the dimension for the street Frontage, size of the lot in square feet, and the map and parcel number (available from the Assessors office), Delineation of all wetlands.
- 6- Conservation approval ( before submitting permit application ),on all applications.
- 7- Copy of the deed.
- 8- Copy of the contractors Construction Supervisors License.
- 9- Copy of the contractors Home Improvement Registration number if applicable.
- 10- Certificate of Workers Compensation insurance or signed insurance affidavit.

**PAYMENT FOR THE BUILDING PERMIT WILL BE UPON ISSUANCE**

Jeff Taylor  
Zoning Enforcement Officer  
Inspector of Buildings