



# Town of Canton, Massachusetts

## BUILDING DEPARTMENT

LOWER LEVEL MEMORIAL HALL  
801 WASHINGTON STREET  
CANTON, MA 02021

TEL: (781) 821-5003 FAX: (781) 575-6574

BUILDING COMMISSIONER  
EDWARD T. WALSH

BUILDING DIVISION  
ELECTRICAL DIVISION  
PLUMBING/GAS DIVISION

### **BUILDING PERMIT PROCEDURE – COMMERCIAL PROJECTS** *ADDITIONS AND NEW STRUCTURES*

The following Items 1 through 7 must be accomplished prior to applying for a building permit:

1. Provide a copy of the recording of the variance or special permit with the Norfolk County Registry of Deeds.
2. Provide a copy of the approved site plan showing location of proposed building with distance from all lot lines. A plot plan must be prepared by a registered land surveyor or civil engineer.
3. Provide a copy of the Conservation Commission determination.
4. Obtain either a Board of Health sanitary permit (septic system) or a Department of Public Works Utility Connection Permit (water and sewer). If a septic system is used, a utility connection permit must be obtained for domestic water supply. *Contact the Board of Health at Pequitside Farm, 79 Pleasant St., Canton, (781) 821-5021 and the Department of Public Works at 801 Washington St., Canton (781) 821-5018.*
5. Obtain a grade permit from the *Department of Public Works – Engineering Division, located at 801 Washington St., Canton, (781) 821-5063.*
6. Obtain property street address and number, where applicable, from the *Assessor's Office, located at 801 Washington St., Canton, (781) 821-5008.*
7. Provide one complete bound set of plans with the architects and/or engineer's original signature and seal to the Fire Prevention office. Also provide a copy of all fire protection construction documents pursuant to 780CMR, Sec. 903.1.1.

**Building Permit Application – Submit Items 1 through 7 listed above with the building application, appropriate permit fee and the following items:**

8. Provide two complete bound stamped sets of plans showing all elevations, floor plans (all floors including basement), framing plans (all floors, roof, ceiling joist plans), sectional, energy audit and code analysis. All plans must be dimensioned and must satisfy all provisions of the Massachusetts State Building Code.



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9. Provide construction control affidavits in accordance with 780 CMR Sec. 116.
10. If new structure, provide two certified "as-built" plans of the foundation after the foundation is complete.
11. Builders and contractors must have a Massachusetts Construction Supervisor's License and provide a copy of their worker's compensation insurance.

Should you have any questions, please call this office at (781) 821-5003