



TOWN OF FOXBOROUGH
Inspections Department
40 South Street - Foxborough, Massachusetts 02035
Tel. (508) 543-1206 / Fax. (508) 543-6278

BUILDING PERMIT APPLICATION

GENERAL INFORMATION

1. **WHEN REQUIRED:** A building permit is required for work that involves construction, renovation, repair, demolition or change of use of a structure or building, or installation or alteration of any equipment that is regulated by the Commonwealth of Massachusetts State Building Code – 780CMR, 9th Ed.
2. **PENALTIES:** Failure to obtain a building permit or starting work before a permit is issued may result in increased permit fees, fines up to \$1000 per day, imprisonment or any and all of the foregoing.
3. **APPLICATION:** Application must be made by the owner or authorized agent. The application must be thoroughly and accurately completed. Accuracy and completeness will directly affect the time required to process the application through the Planning, Conservation, Health, Water and Sewer, Fire and Inspections Departments. 780CMR provide that the building official shall review an application within 30 days after filing. For purposes of this section, the application is not considered to have been filed until other departments have approved it, and it is returned to the Inspections Department for plan review. The building permit fee, payable to the Town of Foxborough in the correct amount, **must** be included with the permit application.
4. **CONSTRUCTION DOCUMENTS:** Include two (2) sets of scaled drawings and specifications (11" x 17") with the application proposing new construction, renovation or repair (three (3) sets of drawings for new construction or alterations involving bedrooms are required, indicating the location of fire alarms. The building official may waive the requirement for filing plans when the work involved is minor in nature. The plans must be of sufficient clarity, detail and dimensions to show compliance with building code requirements. If the footprint of an existing structure is being changed or a new building is being located on the lot, a scaled plot plan must be submitted. The plot plan, drawn and stamped by a registered land surveyor, must show lot dimensions, locations and setbacks of all existing and proposed structures, easements, septic systems, locations of any flood zones and wetlands.
5. **STAMPED PLANS:** Plans and specifications for any building containing more than 35,000 cubic feet of enclosed space must be stamped and signed by a Massachusetts registered engineer or architect in accordance with 780 CMR, Section 107.
6. **POSTING OF PERMIT:** The building permit must be posted at the work site in clear view and protected from the weather at all times and made available to the appropriate inspector during the required inspection.
7. **REQUIRED INSPECTIONS:** The building permit will indicate specific points in the construction process at which inspections must be made. No work should proceed until each of these phases has been inspected and signed off by the appropriate inspector. It is the applicant's responsibility to notify each inspector at least 24 hours in advance of each required inspection.
8. **EXPIRATION OF PERMIT:** A building permit expires if the work authorized is not started within six (6) months of issuance and continued, in good faith, to completion.
9. **OCCUPANCY:** Upon substantial completion of work for new construction or change of use, a Certificate of Use and Occupancy Application must be obtained from the Inspections Department and made available to the appropriate inspector during final inspection. Upon submittal of the application, to the Inspection Department with all required signatures affixed a Certificate of Use and Occupancy will be issued to the permit holder.

If you require additional information, please contact the Inspections Department at (508) 543-1206 between the hours of 8:30 AM and 4:00 PM Monday through Thursday, Tuesday evening between 5:00 PM and 8:00 PM and Friday 8:30 AM to 12:30 PM.

NOTE: Permit fees are not reimbursable, not transferable, nor does payment guarantee issuance of a building permit.