

**TOWN OF FREETOWN
STEPS TO OBTAINING A BUILDING PERMIT**

1. Lot must meet by-law requirement of 175 feet of frontage with a minimum of 70,000 square feet of area, of which 52,000 square feet must be determined to be non-wetlands area; or the lot must qualify as a Grandfathered lot under Chapter 40A (The Zoning Act) of the Massachusetts General Law.
2. A percolation test must be performed by a registered professional engineer and must achieve satisfactory results. The percolation test must be witnessed by the Freetown Board of Health or it's Agent.
3. If work is to be performed within 100 feet of wetlands or a watercourse, a "Request for Determination" must be filed with the Freetown Conservation Commission.
4. A septic system must be designed for the type of building that will be constructed on the lot. A design must also show location of proposed structure.
5. Obtain a "Sign off Sheet" at the Building and Health Dept. Bring "Sign off Sheet" and 2 engineered Septic Plans to the Conservation Commission or 2 Site Plans (only if Sewer) to the Conservation Commission to be approved. Then, bring the Conservation Approved Septic Plans to Health Department or Conservation Approved Site Plans to Building Department along with the completed "Sign off Sheet" to then be approved by the Health/Building Department.
6. Once the Septic System design or Site Plan (only if sewer) has been approved by the Board of Health/Building Department, a well driller, who shall be licensed by the Commonwealth of Massachusetts, must draw a permit from the Health Dept. to install the well.
7. A satisfactory (original) well water report must be submitted by the well driller along with a water test analysis performed by an approved laboratory.
8. Two sets of building plans, drawn substantially to scale, must be submitted along with a building application, workers compensation insurance affidavit, and Notice to Tax Collector must be completed in full. Obtain these forms at Building Dept.
9. If the building is to be used for commercial purpose, the building plans must be stamped and signed by an architect or registered engineer.
10. If any type of trusses are to be used, engineering data from the manufacturer must also be submitted.
11. Once the building permit has been issued, and the foundation has been installed and tarred, an Asbuilt Foundation Plan drawn by a surveyor or engineer **must** be submitted to the building dept. **prior to framing.**
12. See attached sheet for required inspections to be done. The applicant is responsible to have the proper inspector notified when each component is ready for inspection.