

# NATICK BUILDING DEPARTMENT

## TOWN OF NATICK COMMERCIAL PROCEDURES NEW CONSTRUCTION/TENANT FIT UP PROCEDURES

- 1) Three (3) sets of **stamped** plans must be submitted to the Fire Department at 22 East Central Street (*There is a plan review fee required by the Fire Department*). Once approved by the Fire Department the plans are brought over to the Building Department. One set of plans will be given to the contractor upon issuance of the Building Permit.
- 2) One (1) set of plans must be submitted to the **Board of Health** if a **food retail/food service establishment**. The Board of Health must sign off on your application before submitted to this Office.
- 3) The following must be submitted with your plans:
  - a.) **Completed** Application
  - b.) Construction Control Affidavit(s)
  - c.) Certificate of Insurance
  - d.) Fee (\$15.00 per thousand *rounded to the highest thousand* – construction cost only *does not* include electrical or plumbing)
  - e.) Carpet – Radiant Flux Panel Test
  - f.) Paint – Flame Spread Rating
  - g.) Type of Construction and Occupancy Load must be on the plans.

➤ **NO PLAN REVIEW UNTIL ALL THE ABOVE IS SUMITTED.**
- 4) **Progress reports from the Architect** must be submitted during construction (*see attached Section 116.2.2*)

**No final inspection** will be scheduled until *all* **Progress Reports** and **Final Affidavit(s)** are submitted.

**No Certificate of Occupancy** will be issued until receipt of plans on **Disk**.
- 6) Signage:
  - a.) Application
  - b.) 2 renderings of the sign (showing dimensions)
  - c.) Detail sheet showing how the signs will be mounted
  - d.) Fee: \$50.00 per sign
- 7) Electrical and Plumbing Permits are issued separately – separate fees. This is not included in the cost of construction.
- 8) Existing spaces – separate interior demolition permits are issued. Fee: \$200.00

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## Telephone Numbers:

Fire Department/Fire Prevention .....	(508) 647-9556
Maurice Pilette (Fire Plan Examiner) .....	(508) 655-9401
Board of Health. ....	(508) 647-6460
Building Inspector .....	(508) 647-6450
Plumbing Inspector .....	(508) 647-6450
Electrical Inspector .....	(508) 647-6450
Department of Public Works .....	(508) 647-6550

# NATICK BUILDING DEPARTMENT

## *CODE ENFORCEMENT DEPARTMENT, BUILDING DIVISION*

In accordance with *Section 116.2.1 of the Massachusetts State Building Code*, I, \_\_\_\_\_ being a Professional Engineer/Architect, certify that the plans for \_\_\_\_\_ located at \_\_\_\_\_ have been reviewed by me and to the best of my knowledge, such plans conform to the provisions of said Code, all acceptable engineering practices and all applicable laws and ordinance.

I will comply with the requirements of Section 116.2.2 (*Construction Control*) for the structural portions of the building and submit reports to the Building Inspector for inclusion in his reports as required by Section 116.2.3 of the Code.

\_\_\_\_\_  
*Signature*

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ .

\_\_\_\_\_  
*Notary Public*

*My Commission Expires* \_\_\_\_\_

# NATICK BUILDING DEPARTMENT

## CERTIFICATE OF OCCUPANCY

1. **It is the responsibility of the contractor, electrician or plumber to notify the following departments to schedule certificate of occupancy (final) inspections:**

- Board of Health (requires 48 hours notice) (508) 647-6460
- Fire Department (508) 647-9556
- Assessors' Office (508) 647-6420

Department of Public Works (schedule no earlier than ten (10) working days prior to final inspection date)

- Engineering Division (508) 647-6551
- Water Division (508) 647-6550

Building Department (requires 72 hours notice) (508) 647-6450

- Building Inspector
- Electrical Inspector
- Plumbing/Gas Inspector

2. **Commercial** Building Inspector requires a **final affidavit** and **progress reports**, prior to the final inspection.
3. The Building Permit Card **must** be available for the inspectors to sign. If the inspection is approved but the permit card is not signed, it is the responsibility of the contractor to contact the inspector.
4. If a reinspection is required, a fee of \$50.00 per inspection must be submitted to this Office prior to scheduling a reinspection.
5. The Certificate of Occupancy will be issued when:
  - The Permit Card **is returned** to this Office with **all** final inspections signed off.
  - Receipt of plans on **disk**.
  - Certified plot plan is submitted (if required)

The undersigned has reviewed and understands the certificate of occupancy procedures.

_____	_____
Property Address	Contractor/Owner (Print Name)
Assessors' Map _____ Lot _____	_____
Builder's Lot _____	Signature
Telephone #: _____	Date _____

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CODE ENFORCEMENT DEPARTMENT, BUILDING DIVISION

I certify that the building located at  
Building Permit # \_\_\_\_\_, has been built/alterd under my supervision and in accordance with  
the approved plans, and that such plans do conform to all provisions of the Massachusetts State  
Building Code.

*(Architect Seal)*

\_\_\_\_\_  
\_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ .

\_\_\_\_\_  
*(Notary Public)*

My Commission Expires:

\_\_\_\_\_