

TOWN OF HUBBARDSTON
BULDING PERMIT APPLICATION

PROCEDURES TO FOLLOW FOR ONE & TWO FAMILY HOMES

The following are required **before** obtaining a building permit:

House number, (Assessors' Office, 978-928-1400). **Lot numbers will not be accepted.**
Lot combinations to meet conformity will require that the lot(s) be legally bounded via deed or plan recorded at the Registry of Deeds, Worcester

Availability of water supply must be on site; a well permit can be obtained from Board of Health (978-928-1404). (See Board of Health Requirements attached)

Driveway permit should be obtained from Highway Department (978-928-1408).

It is the responsibility of the applicant to ascertain that they are in conformance with the Wetlands Protection Act. Conservation Commission (978-928-1407, mailbox #3).

Landowners with MDC affected parcels shall file for advisory ruling, determination of applicability, variance, etc. if they have not done so yet.

To be filed with building permit application form:
Incomplete applications will not be accepted.

- Plot plan drawn to scale showing accurate location of proposed building with setbacks and frontage required by the Town of Hubbardston:
Lot Size: 80,000 sq. ft. - 200 ft. of frontage – Front 75 feet -- Side and Rear: 30 feet
- Two set of detailed plans with smoke/heat detectors.
- Copy of signed driveway permit application.
- Copy of Deed or legal description of property.
- Sign off by Tax Collector showing Taxes paid in full on **all** property (personal and real estate) owned in Hubbardston. (Hours: Mon: 2:00 pm to 8:00 pm, Tues-Thurs 7:30 am – 4:00 pm)
- Proof of well installation
- Energy Conservation Application Form or MasCheck 2.1 software printout.
- Workman's Compensation Insurance Affidavit
- Copy of Contractor's License and Insurance Certificate
- Homeowner's License Exemption, if applicable

Presuming all above meet requirements of State Building Code, a permit will be issued with 30 days.

Check made out to: Town of Hubbardston for permit fee (Amount to be determined when permit is complete.

***AS BUILT FOUNDATION PLAN AND SIGN-OFF
BY BOARD OF HEALTH REQUIRED
BEFORE OCCUPANCY PERMIT WILL BE ISSUED***