



Town of Halifax
Building Department
Commonwealth of Massachusetts
499 Plymouth Street, Halifax, MA 02338
Phone: (781) 293-6557 Fax: (781) 294-7684



PERMIT APPLICATION REQUIREMENTS

The following list can be used as a guide for required documents for each category of permit

New 1-4 Family construction or additions

- Application filled out and signed by the owner of record and/or authorized agent.
- Copy of CSL and/or HIC
- Workers Comp affidavit/insurance binder.
- Debris Removal form.
- Copy of signed contract
- Homeowner exemption. (if work done by the owner)
- **(3 or more families need to use a Commercial Application)**
- 1 copy of plans stamped by Fire Prevention (smoke and CO detector layout).
- Plans for three or more units must be stamped by an architect or engineer, to scale with list of materials.
- 1 copy of plot plan certified by PLS
- HERS rating compliance sheet

Residential additions, renovations, or alterations of 1&2 Family

- Application filled out and signed by the owner of record and/or authorized agent.
- Copy of CSL and/or HIC
- Workers Comp affidavit/insurance binder.
- Debris Removal form.
- Copy of signed contract
- Homeowner exemption. (if work done by the owner)
- 1 copy of plans showing existing and proposed conditions.
- Plans for three or more units must be stamped by an architect or engineer, to scale with list of materials.
- 1 copy of plot plan certified by PLS or Affidavit in lieu of site plan for projects under 500 sqft
- DOER Stretch Code proof of compliance.



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Residential roofing, siding, window replacements, ordinary repairs.

- Application filled out and signed by the owner of record and/or authorized agent.
- Copy of CSL and/or HIC
- Workers Comp affidavit/insurance binder.
- Debris Removal form.
- Copy of signed contract
- Homeowner exemption. (if work done by the owner)
- Documentation for windows showing compliance with DOER Stretch Code

Accessory Structures under 500 sqft

- Application filled out and signed by the owner of record and/or authorized agent.
- Copy of CSL and/or HIC
- Workers Comp affidavit/insurance binder.
- Debris Removal form.
- Copy of signed contract
- Homeowner exemption. (if work done by the owner)
- Affidavit in lieu of site plan
- Plan showing dimensions, materials and height
- **Structures under 200 sqft do not require a permit just a zoning determination.**



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Kitchen, bath, exterior deck replacements and new decks

- Application filled out and signed by the owner of record and/or authorized agent.
- Copy of CSL and/or HIC
- Workers Comp affidavit/insurance binder.
- Debris Removal form.
- Copy of signed contract
- Homeowner exemption. (if work done by the owner)
- Set scaled plans showing layout and size of existing & proposed (joists/beams/footings etc)
- Copy of Certified plot plan or affidavit in lieu of site plan for decks, if expanded or new
- Materials being used

Pools inground & above ground

- Application filled out and signed by the owner of record and/or authorized agent.
- Copy of CSL & HIC
- Workers Comp affidavit/insurance binder. (if any).
- Copy of signed contract
- Set of stamped plans from an engineer
- Copy of certified plot plans by PLS or Affidavit In Lieu of Certified Site Or Plot Plan for under 500 sqft .
- Description of safe guards for pool (fence locking ladder and alarms on door)



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Basement Remodels

- Application filled out and signed by the owner of record and/or authorized agent
- Copy of CSL & HIC
- Workers Comp affidavit/insurance binder. (if any)
- Debris removal form
- Copy of signed contract
- Homeowner exemption. (if work done by the owner)
- Set of plans that shows finished ceiling height, labelled rooms, and required means of egress.
- Proof of compliance with the DOER Stretch Code

Solid fuel burning stoves and chimney linings

- Application filled out and signed by the owner of record and/or authorized agent
- Copy of CSL & HIC
- Copy of signed contract
- Homeowner exemption. (if work done by the owner)
- Picture of proposed placement of stove
- Workers Comp affidavit/insurance binder. (if any).
- Copy of manufacturers specs (installation & clearance listed as tested with natural safety standards)



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Solar Installation

- Application filled out and signed by the owner of record and/or authorized agent.
- Copy of CSL and/or HIC
- Workers Comp affidavit/insurance binder.
- Debris Removal form.
- Copy of signed contract
- Homeowner exemption. (if work done by the owner)
- 1 set of plans.
- Letter stamped by an engineer in regard to wind, load, and attachments.
- Electrical line diagram
- **Ground Mount** PLS stamped plot plan showing array and setbacks or Affidavit in lieu of site plan for arrays under 500 sqft

Temporary Tents

- Application filled out and signed by the owner of record and/or authorized agent
- Seating with no cooking
- Must be dismantled during high winds, snow and potential frozen rain events
- Flame certificates for each tent
- Plan of land showing where tents are to be placed
- If they have sides, they need emergency light or fire extinguishers
- Proof of insurance

Demolition of a structure

- Application filled out and signed by the owner of record and/or authorized agent
- Copy of CSL
- Workers Comp affidavit/insurance binder. (if any)
- Debris Removal Form
- Site plan showing existing conditions
- Demolition letters signed off by all required agencies, departments and utilities



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New Commercial Construction

- Application filled out and signed by the owner of record, construction supervisor and architects, engineers or designers of record.
- Copy of CSL
- Workers Comp affidavit/insurance binder
- Debris Removal Form
- Set of Plans stamped by architects, engineers and others each discipline
- Construction control affidavits from each professional
- Certified plot plan certified by PLS showing average grade, parking requirements, setbacks, landscaping and other required features.
- Recorded copies of special permit plans, site plan review and/or ZBA orders stamped by the registry of deeds
- Com Check/Lighting schedule/ Mechanical
- Third party inspection (107.6.4)
- NFPA 241 narrative

Commercial Renovation

- Commercial application filled out and signed by the owner of record, construction supervisor and architects or engineers of record
- Copy of CSL license
- Workers Comp affidavit/insurance binder.
- Debris Removal Form
- Set of plans showing existing and proposed conditions to scale stamped by all design professionals.
- Site Plan Review if necessary
- Construction control affidavits for each discipline.
- Fire alarm, sprinkler and impairment plan
- NFPA 241 safeguards during construction narrative.
- Com Check/Lighting schedule/ Mechanical