

Telephone: (508) 764-5412
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Inspection Services
41 Elm Street

TOWN OF SOUTHBRIDGE
SOUTHBRIDGE, MASSACHUSETTS 01550-2638

MEMORANDUM
NEW BUILDINGS, PERMIT PROCESS

- 1) Submit Initial Applications
 - Building Permit Application (Submit to Building Department)
 - Commercial or Residential Application
 - Copy of Construction Supervisors license
 - Copy of Home Improvement Contractor License
 - Copy of Certificate of Insurance
 - Copy of Workers Compensation Insurance Affidavit
 - Homeowners Warning Notice (If living in home for 1 or more years after build complete)
 - Provide Preliminary HERS report
 - 3 Copies of Plans, including a plot plan
 - Submit Fee (Payable by Cash, Check or Money Order)
 - Driveway Permit Application (Submit to Building Department)
 - Mark the driveway in the street
 - Mark the Property Lines
 - Note any landmarks (i.e. tree, hydrant, etc.) on drawing
 - Submit Fee (Payable by Cash, Check or Money Order)
 - Water/Sewer Connection Permits (Submit to DPW)
 - This application and fee must be submitted prior to or at the same time as the building permit and driveway permit
- 2) Check in with Economic Development and Planning to confirm if any Conservation issues to address on the Property (508-764-5402)
- 3) Once the Building Permit Application is approved, work may start on the project. Please call in for the following inspections:
 - Foundation & Drains; after this inspection provide an as-built to Building Dept.
 - Framing
 - Insulation; Provide a Final HERS report to Building Dept.
 - Final; Inspectors attending include: Fire Dept, Building Dept, Assessors Office, DPW (Driveway)

*Note: Prior to Final Inspection, the following inspections MUST be completed

1. Gas (if applicable)
 2. Plumbing
 3. Electrical
 4. Board of Health (Septic/Well if applicable)
 5. Water Dept (if applicable)
 6. Sewer Dept (if applicable)
 7. DPW Dept House Number
 8. DPW Subdivision requirements (if applicable)
- 4) Submit Additional Permit Applications
- Licensed Electrician submit Electrical Permit(s)
 - Licensed Plumber submit Plumbing Permit(s)
 - License Gas Fitter submit Gas Permit(s)