

TOWN OF CUMMINGTON
BUILDING INSPECTION DEPARTMENT
Community House P.O Box 128, Cummington, MA, 01026
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Inspector of Buildings: Jim Cerone 413-834-0787

Form
1

Guide to the Permitting Process for Construction of 1 & 2 Family Dwellings (Form 1)
Note: This is for NEW single or two family homes and their accessory structures if built in conjunction with the dwelling

The following "to do" list is in a suggested, but not mandatory order:

- Obtain Form 1 Building Permit Application
- Contact Conservation Commission for site visit to property
- If there are no wetland issues, obtain signature on P. 2 of application
- If there are wetland issue, follow instruction of Conservation Commission
- If a perc test has not been performed, contact an engineer and the Board of Health for a test.
- After the percolation test is performed, have engineer design septic system for the new dwelling. Engineer will have to know how many bedrooms there will be. (If there is probability of a future bedroom addition, it is advisable to consider that in your determination.)
- Present engineered septic plan and well location to the Board of Health for approval. Obtain Installation permit.
- Determine footprint (size of floor space) for dwelling and accessory structure(s).
- Have Land Surveyor, or Engineer (In the field of Surveying) draw a site plan with:
 - A reference made to the original recorded survey noted on the plan. (Note: for larger parcels that have not been surveyed, reference to recorded deed will do)
 - The plan showing all areas to be impacted, including new and existing buildings, wells, driveways, streams, ponds, etc.
 - The plan showing acreage, frontage, and setbacks to lot lines of proposed structures
 - Check to insure compliance with zoning and driveway regulations.
- Obtain Driveway Permit from Highway Superintendent. Obtain signature on P. 2 of application.
- Dig well. Have water tested. Present results to Board of Health. Obtain signature of P. 2 of application.
- Fill out *Certificate of Property Tax* form (attached to application). Submit to Tax Collector for signature.
- Draw, or have drawn, building plans for dwelling and all accessory structures, including porches, decks, and garages. Plans do not have to be drawn by an architect, but must be to scale (preferably 1/4"= 1'), legible, and include the following:
 - Floor plan
 - Foundation plan or pier location
 - Elevations
 - Cross section showing any of the following (if applicable): Carrying beams, floor joists, bearing walls, ceiling joists, rafters and collar ties.
- Indicate location of smoke detectors on 2 sets of plans that will be submitted with application. (Note: Building code requires smoke detectors in and within the immediate vicinity of all bedrooms, and on each floor, including basements, and at the bottom of all stairs leading to habitable space.. Floors over 1200 sq. ft require an additional detector). Also, locate co detectors. A heat detector is required in the center of all attached garages. Present plans to Fire Chief for approval. Obtain signature on P. 2 of application.
- Fill out Permit Application (Form 1). Read instructions carefully.
- Submit application with appropriate forms and plans to Building Inspector.