

## **How To Obtain a Building Permit**

- ❖ You may download permit applications from this site or pick them up in the vestibule of the Community House on Main St. in Cummington.
- ❖ Fill out the “Certification of Property Tax” Form(included in application):
  - Property location
  - Map and Lot #'s
  - Owner information
- ❖ You may drop this form off in the Tax Collector’s file in the Selectboard Office
- ❖ If you are building a new dwelling, see instructions for Form 1.
- ❖ If other than a new dwelling, choose the appropriate form.
- ❖ If the project involves excavation, obtain the signature of The Conservation Commission.
- ❖ If the project involves the creation of a bedroom, obtain signature from the Board of Health and Fire Chief.
- ❖ If the project involves a new curb cut, obtain the signature of the Highway Department.
- ❖ Be sure to read the application carefully and provide all necessary signatures and information.
- ❖ If the fee is obvious, you may write a check to the Town of Cummington for the appropriate amount. If you are unsure of the fee, you may call the inspector at 834-0787, or wait for the fee to be determined after the application is reviewed.
- ❖ Mail the application to: Inspector of Buildings, 33 Main St., Cummington, MA 01026, or place in Building Inspector file in the Selectboard Office.