



JOSEPH P. LATRONICA, CBO
INSPECTOR OF BUILDINGS

Town of Swampscott

Building Department

ELIHU THOMSON ADMINISTRATION BUILDING
22 MONUMENT AVENUE
SWAMPSCOTT, MASSACHUSETTS 01907

(781) 596-8857
FAX (781) 596-0590

Building Department

Procedures & Requirements for permitting

- 1) Application form filled out completely (as applicable), signed as necessary, telephone number including area code, written clearly.
- 1A) Homeowners applying must complete all exemptions forms (insurance, home improvement registration, construction supervisor forms).
- 2) Description of work to be performed must be clear and brief ("see attached" is not an acceptable response).
- 3) Site Plan required for any exterior addition, new construction and change of use.
- 4) Construction Plans (3 sets) - must be dimensioned, clearly drawn and of sufficient detail to determine compliance with the Mass State Building Code, materials, spacing and fastening must be noted; location of smoke/heat detectors must be shown.
- 5) Photo copy of construction supervisors license, Home Improvement Registration, Insurance affidavit, including; a copy of Certificate of Workman's Compensation Insurance, homeowner exemption form, HIC exemption form (as applicable).
- 6) Plans (2 sets) required for: Basement remodel, bath remodel, kitchen remodel, porch enclosures, stairs, platforms, decks, pools and any other interior or exterior construction.
- 7) Any approval as granted by any authority having jurisdiction, such as but not limited to, Conservation Commission, Zoning Board of Appeals, Planning Board, Board of Health.