



City of Beverly
Municipal Inspections
191 Cabot Street
Beverly, MA 01915

Required Building Permit Application Information For All 1- and 2-Family Dwelling Projects

Project Description	Building Permit Application	Construction Supervisor's License ¹	Home Improvement Contractor's Registration ²	Worker's Compensation Insurance Affidavit ³	Construction Plans (3 copies) ⁴	Energy Worksheet ⁵	Certified Plot Plan ⁶	Historic Districts Approval ⁷
New house	YES	YES	NO	YES	YES	YES	YES	YES/NO
Addition	YES	YES	YES	YES	YES	YES	YES	YES/NO
Interior alteration - non-structural	YES	NO	YES	YES	YES	NO	NO	NO
Interior alteration - structural	YES	YES	YES	YES	YES	NO	NO	NO
Exterior alteration - non-structural	YES	NO	YES	YES	YES	NO	YES/NO	YES/NO
Exterior alteration - structural	YES	YES	YES	YES	YES	NO	YES/NO	YES/NO
Remodel (i.e. kitchen/bath)	YES/NO ⁸	NO	YES	YES	YES/NO ⁸	NO	NO	NO
Change of Use	YES	NO	NO	NO	YES	NO	NO	NO
Accessory structure (greater than 120 s.f.)	YES	YES	YES	YES	YES	YES/NO	YES	YES/NO
HVAC system	YES/NO ⁹	Yes/NO	NO	YES	YES/NO ⁹	NO	YES/NO ⁹	YES/NO
Energy conservation systems	YES/NO ⁹	NO	NO	YES	YES/NO ⁹	NO	YES/NO ⁹	YES/NO
Roofing	YES	YES	YES	YES	NO	NO	NO	YES/NO
Siding	YES	NO	YES	YES	NO	NO	NO	YES/NO
Landscaping	YES/NO	YES/NO	NO	YES	YES/NO	NO	YES/NO	YES/NO
Interior painting or wall covering	YES/NO ¹⁰	NO	NO	YES	NO	NO	NO	NO
Exterior painting	NO	NO	YES	YES	NO	NO	NO	NO
Finished flooring	YES ¹¹	YES ¹¹	NO	YES	NO	NO	NO	NO
Fence or free-standing wall over 6' high	YES	YES/NO ¹²	NO	YES	YES	NO	YES	YES/NO
Retaining wall 4' or more in height	YES	YES	YES	YES	YES ¹²	NO	YES	YES/NO
Replacement windows (in existing opening)	YES	YES	YES	YES	NO	NO	NO	YES/NO
Above-ground pool	YES	NO	NO	YES	YES	NO	YES	YES/NO
In-Ground pool	YES	NO	YES	YES	YES	NO	YES	YES/NO
Shutters or awnings	YES/NO ¹³	NO	NO	YES	YES/NO	NO	NO	YES/NO
Deck	YES	YES	YES	YES	YES	NO	YES	YES/NO
Ground level patio, walkway, driveway	NO ¹⁴	NO	NO	YES	NO	NO	NO	YES/NO
Temporary tent ¹⁵	YES	NO	NO	YES	NO	NO	NO	NO
Demolition ¹⁶	YES	YES	NO	YES	YES/NO	NO	YES	YES/NO
Ordinary repairs (see code for definition)	NO	NO	YES/NO ²	YES	NO	NO	NO	NO
Signage ¹⁷	YES/NO	NO	YES/NO	YES	YES	NO	YES/NO	YES/NO
Solid fuel appliance/insert	YES	YES	YES	YES	YES	NO	YES/NO	YES/NO
Chimney liner	YES	NO	YES	YES	NO	NO	NO	NO
Chimney	YES	YES	YES	YES	YES	NO	YES/NO	YES/NO
Basement waterproofing	YES	YES/NO	YES	YES	YES/NO	NO	NO	NO

NOTES: TABLE HAS NOT BEEN UPDATED TO REFLECT 8TH EDITON CODE CHANGES

Approval of other departments may be required, even when not indicated above. Electrical, plumbing, gas, mechanical and sheet metal permits are also required where applicable.

1. Unless a homeowner wishes to utilize the Construction Supervisor exemption. Note: as of 7/1/08 all roofing, siding, window replacement, solid fuel appliance and demolition contractors are required to have a CSL.
2. A homeowner performing his/her own work on his/her own dwelling does not need an HIC Registration. However, if the homeowner contracts with another, that contractor needs an HIC Registration if contract is for work of \$500 or more. For work of \$1000.00 or more, a written contract is required by MGL c.142A. The HIC contractor, and not the homeowner, must obtain all permits per MGL c142A
3. Worker's Compensation Insurance is required per MGL c 152 s 25C(6), unless exempt. Proof of insurance or statement of exemption must be submitted with building permit application.
4. Plans generally do not require an architect's or engineer's stamp. However, if there is something unique about the construction, a stamp may be required. When work is of a minor nature, plans may be waived.
5. Submit applicable energy worksheets
6. Historic Districts Commission (HDC) approval is required for all exterior changes that are within a designated historic district and which are visible from a public way/space. Approval must also be obtained for demolition of any structure that is 50 years or older, in any area of the city.
7. Remodeling a kitchen or bath generally will require a building permit (along with plumbing and electrical permits). However, if work is limited solely to replacing existing fixtures, without disturbing walls, etc. a building permit might not be required
8. The installation of HVAC and energy conservation systems may require a building permit if the installation will affect the structure. A p[lot plan may be required if unit is being installed outside of the existing building. Also, mechanical, sheet metal, electrical and plumbing permits may be required. A CSL license is required for rooftop solar panels.
9. Flamespread of interior wall coverings is governed by the State Building Code. Some changes to the wall coverings may require a permit.
10. If underlayment is involved
11. An architect or engineer's stamped plans are required if the wall is 10' or more in height, as measured from the bottom of the footing to the top of the wall. A construction supervisor's license is not required for cases where an architect/engineer is required
12. Shutters and awnings must comply with zoning setback requirements. Awnings require a building permit.
13. Pavement for a driveway must satisfy zoning setback requirements. Permits from Engineering Dept. may be required for work in the public way
14. For tents, submit a certificate of flame resistance along with building permit application
15. For a total demolition, a separate permit is required. Submit a demolition sign-off sheet indicating that all utilities have been disconnected
16. Signage must comply with the zoning ordinance. Design Review Board approval is required.