



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

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

Project Description	Building Permit Application	Construction Supervisor's License ¹	Home Improvement Contractor Registration ²	Workers' Compensation Insurance Affidavit ³	Construction Plans (3 copies)	Construction Control Affidavit ¹	Certified Plot Plan	Energy Mandatory Checklist ⁴	Structural Peer Review ⁵	Fire Protection Documents and Narrative ⁶	Structural Evaluation ⁷	Soil Evaluation ⁸	Program of Structural Tests & Inspections ⁹	AAB Compliance ¹⁰	Site Plan Review ¹¹	HDC Approval ¹²	Design Review Board Approval ¹³
New building	YES	YES/NO	NO	YES	YES	YES/NO	YES	YES/NO	YES/NO	YES/NO	NO	YES	YES/NO	YES/NO	YES/NO	YES/NO	YES/NO
Addition	YES	YES/NO	YES/NO	YES	YES	YES/NO	YES	YES/NO	YES/NO	YES/NO	YES	YES	YES/NO	YES/NO	YES/NO	YES/NO	YES/NO
Interior alteration – non- structural	YES	NO	YES/NO	YES	YES	YES/NO	NO	NO	NO	YES/NO	NO	NO	NO	YES/NO	NO	NO	NO
Interior alteration – structural	YES	YES/NO	YES/NO	YES	YES	YES/NO	NO	NO	YES/NO	YES/NO	YES	YES/NO	YES/NO	YES/NO	NO	NO	NO
Exterior alteration – non-structural	YES	NO	YES/NO	YES	YES	YES/NO	YES/NO	NO	NO	YES/NO	NO	NO	NO	YES/NO	YES/NO	YES/NO	YES/NO
Exterior alteration – structural	YES	YES/NO	YES/NO	YES	YES	YES/NO	YES/NO	NO	YES/NO	YES/NO	YES	YES/NO	YES/NO	YES/NO	NO	YES/NO	NO
Accessory structure greater than 120 s.f.	YES	YES/NO	YES/NO	YES	YES	YES/NO	YES	YES/NO	YES/NO	YES/NO	NO	YES/NO	YES/NO	YES/NO	YES/NO	YES/NO	NO
HVAC	YES/NO	YES/NO	NO	YES	YES/NO	YES/NO	YES/NO	NO	NO	NO	YES/NO	NO	NO	NO	NO	YES/NO	NO
Energy conservation devices	YES/NO	YES/NO	NO	YES	YES/NO	YES/NO	YES/NO	NO	NO	NO	YES/NO	NO	NO	NO	NO	YES/NO	NO
Roofing	YES	YES/NO	YES/NO	YES	NO	YES/NO	NO	NO	NO	NO	YES/NO	NO	NO	NO	NO	YES/NO	NO
Siding	YES	YES/NO	YES/NO	YES	NO	YES/NO	NO	NO	NO	NO	NO	NO	YES/NO	NO	NO	YES/NO	NO
Landscaping	NO	NO	NO	YES	NO	NO	NO	NO	NO	NO	NO	NO	NO	YES/NO	NO	NO	NO
Interior painting or wall covering	YES/NO	NO	NO	YES	NO	YES/NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO
Exterior painting	NO	NO	YES/NO	YES	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	YES/NO	NO
Finished flooring	YES	NO	NO	YES	NO	YES/NO	YES/NO	NO	NO	NO	NO	NO	NO	YES/NO	NO	NO	NO
Fence or free-standing wall over 6' high	YES	NO	NO	YES	YES	YES/NO	YES/NO	NO	NO	NO	NO	NO	NO	NO	NO	YES/NO	NO
Retaining wall over 4' high	YES	YES/NO ¹⁴	YES/NO	YES	YES	YES/NO ¹⁴	YES/NO	NO	NO	NO	NO	NO	YES/NO	NO	NO	YES/NO	NO
Replacement windows (in existing opening)	YES	NO	YES/NO	YES	NO	YES/NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	YES/NO	NO
Above ground pool	YES	NO	NO	YES	YES	NO	YES	NO	NO	NO	NO	NO	NO	YES/NO	NO	YES/NO	NO
In-ground pool	YES	NO	YES/NO	YES	YES	NO	YES	NO	NO	NO	NO	NO	NO	YES/NO	NO	YES/NO	NO
Shutters or awnings	YES	NO	NO	YES	YES/NO	YES/NO	YES/NO	NO	NO	NO	NO	NO	NO	NO	NO	YES/NO	NO
Deck/Balcony	YES	YES/NO	YES/NO	YES	YES	YES/NO	YES	NO	NO	NO	YES/NO	NO	YES/NO	YES/NO	NO	YES/NO	NO
Ground level patio, walkway, driveway	NO	NO	NO	YES	NO	NO	NO	NO	NO	NO	NO	NO	NO	YES/NO	NO	YES/NO	NO
Temporary tent	YES	NO	NO	YES	NO	NO	NO	NO	NO	NO	NO	NO	NO	YES/NO	NO	YES/NO	NO
Demolition	YES	YES/NO	NO	YES	YES/NO	YES/NO	YES	NO	NO	NO	NO	NO	NO	YES/NO	YES/NO	YES/NO	NO
Ordinary repairs	NO	NO	YES/NO	YES	NO	NO	NO	NO	NO	NO	NO	NO	NO	YES/NO	NO	YES/NO	NO
Signage	YES	YES/NO	YES/NO	YES	YES	YES/NO	YES/NO	NO	NO	NO	YES/NO	NO	NO	NO	NO	YES/NO	YES/NO
Change of Use	YES	NO	YES/NO	NO	YES	YES/NO	NO	NO	NO	YES/NO	YES	NO	NO	YES/NO	NO	NO	NO

NOTES: CODE REFERENCES ARE FOR THE 6TH EDITION. REFERENCES HAVE NOT YET BEEN UPDATED FOR THE 8TH EDITION

- Project is subject to construction control (an architect's/engineer's stamp is required) if the building is 35,000 cubic feet or more in volume. Additions, alterations (however minor), and changes in use to these buildings is also under construction control. For projects subject to construction control and construction supervisor's license is not required. Retaining walls less than 10 feet in height as measured from the base of the footing to the top of the wall, and buildings used exclusively for farm purposes are exempt from construction control. A Construction Supervisor/Architect/Engineer may be required for HVAC, energy conservation devices, roofing and siding if the project will affect the building structure (i.e. increased loading on a roof from a new/larger HVAC unit). Note: as of 7/1/08 all roofing, siding, window replacement, solid fuel appliance and demolition contractors are required to have a CSL
- Unless a homeowner (of a 3 to 4-family dwelling only) wishes to utilize the Construction Supervisor exemption. A CSL license is required for rooftop solar panels. Note: for 1- and 2-family dwellings see other table.
- 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.
- Energy Compliance Mandatory Checklist is required for new buildings and additions only, per 780 CMR 1301.8. However, for existing buildings, compliance with 780 CMR 3401 must be demonstrated. See 1301.7 for exempt buildings. R-2, R-3 and R-4 buildings, three stories or less in height must comply with Appendix J. Per 1301.8.4.1, attach a narrative report describing the HVAC, Lighting, and Electric Distribution systems, including: 1. Design Intent, 2. Basis of Design 3. Sequence of operation / systems interaction 4. Description of the systems (capacities, etc.) 5. Testing requirements / criteria acceptance 6. Requirement for submittal of operation manuals and maintenance manuals 7. Requirement for submittal of record drawings and control documents
- Peer review is required for buildings 5 or more stories, or are 400,000 c.f. or more in volume, or are Use group A buildings with 300 or more occupants, or are of unusual complexity.
- Fire protection construction documents, including a narrative report, are required for all new fire protection systems as well as for modifications, alterations, additions or deletions to an existing fire protection system
- Per 780 CMR 3408.1, a structural evaluation of the existing building is required for any alteration, addition, change of use or repair that will affect the existing structure
- Per 1802.1, borings, test pits or other soil investigations are required for all buildings 35,000 c.f. in volume or greater. The only exceptions are one- and two-family dwellings and structures used for agricultural purposes
- For construction controlled projects, a program of testing and inspection must be submitted. Affidavits must be submitted with permit application that testing personnel are licensed by the BBRs.
- For Architectural Access Board (AAB) applicability refer to 521 CMR. Where 521 CMR is applicable, plans must clearly show compliance.
- Site Plan Review is required for new construction or additions exceeding certain size limits in IG, IR, CG, CC, CN WD or HD districts, or for multi-family projects that are over 10 units or more than 2 townhouses. See 29-29C of the zoning ordinance for size limits and procedure. Approval must be obtained prior to application for a building permit
- Historic Districts Commission (HDC) approval is required for all exterior changes, including demolition, that are within a designated historic district and which are visible from a public way/space, or for any demolition of a structure that is 50 years or more old. Approval must be obtained prior to application for a building permit
- Design Review Board (DRB) approval is required for all new buildings, for additions that increase the square footage by 25% or more, and for all projects requiring special permits or variances in the CC, CG, CN, IR, IG AND WD zones. DRB approval is also required for most signage.
- 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