



Monterey Inspectional Services “On-Line” Permitting CHANGES TO THE TOWN OF MONTEREY PERMITTING SYSTEM:

- Monterey will no longer accept paper permit applications. Assistance can be obtained by calling the Building Department office at 413-528-1443 x118 during regular office hours. Office hours: Monday 9:30 – 11:30am and by appointment.
- Applicants will no longer be required to obtain signatures from other departments/committees when submitting permit applications. Approvals for permits from other department personnel; electrical, plumbing and gas inspectors will be obtained through the on-line permitting program.
- If applicable, the fire chief will be forwarded your application and design plans for review. This does not omit your responsibility to apply directly for a permit with the fire chief if a Fire Alarm and Detection or Fire Protection system is proposed nor does it omit your responsibility to apply for and renew your annual alarm system permit with the Town.
- You will need to submit a hard copy of and construction documents and a Conservation Commission Project Review Form to town hall for their review if applicable. If the proposed project is not under their jurisdiction they will sign-off and send our department notification of their review. If your project requires an RDA or a NOI you must apply directly with the Conservation Commission.
- Permit Fees may be paid for on-line through Unibank. The town will accept checks made out to: Building Department, Town of Monterey, P.O. Box 308, Monterey, MA 01245. Checks or cash will be accepted at the Building Department at Town Hall as well. **Please note: On-line payments are charged a service fee by Unibank.**

APPLICANTS WHO REGISTER ON LINE WILL HAVE THE ABILITY TO:

- Have some of the information auto-fill on the permit application.
- Have the ability to view the status of their permits.
- Edit the application before the permit is issued.
- Add attachments (plans, pictures, construction documents, etc.) to the application.
- Chat “on-line,” with the inspectors.
- Pay for the permit on-line (**user fees apply**).
- Print the permit as soon as it has been issued by the building official.
- Track the inspection results from the inspectors.

APPLICANTS WHO DO NOT REGISTER ON-LINE may apply and pay for plumbing, gas and electrical permits with the building department but will **not** have the privileges of registered users.

ON-LINE PERMITTING STEPS TO FOLLOW:

Step 1) *Pop up blockers*: This program uses pop up windows, it is necessary to allow pop ups, when applying or reviewing permit status.

Step 2) *Create an Account*: To gain access to the on-line permitting program, you must first create your account. Click on the **NEW USER** option and you will be connected to the on line permitting website. Fill in the required information on the registration application form to create your account.

Step 3) *Complete the registration application form.*

Step 4) *Submit:* After completing the application registration, click the register button at the bottom of the form. ***Failure to click the register button*** will cause you to lose all of the information on your application.

THIS IS A ONE TIME SUBMITTAL. Gaining access to the on-line permitting program after you have an account will only require your user name and password.

Fee Schedules, (Clicking on Fee Schedules will access a drop down menu listing Building, Electrical and Plumbing & Gas Inspector. Choose a trade and the fee schedule for that trade will appear.

FEES: You may pay for permits on-line, mail the payment or visit our office to submit fees. **Please submit one check for each application.**

On-Line Permitting

SUBMITTING A PERMIT APPLICATION: (After you have logged onto the online permitting website).

- Click on *New Application* located at the upper left hand side of the home page form.
- Select the town that you are working in from the pull down window and click the submit button.
- Choose your street from the drop down menu.
- Choose your street address from the pull down menu.
- Select the appropriate *permit application* from the drop down menu.
- For certain types of permit applications you will be prompted to submit an attachment. If for some reason you cannot complete the attachment, submit the attachment even if incomplete. If the attachment is not submitted, you will not be allowed to submit your application.
- After filling out the permit application and submitting it, click the “preliminary application” button and you will be able to pay for the permit on line, (you must have a valid e-mail address to pay on line).
- If you cannot pay for the permit on-line, mail or hand deliver the check to the Building Inspection Department at Town Hall. Make the check out to: Building Department, Town of Monterey, P.O. Box 308, Monterey, MA 01245.

Please submit one check for each application.

ADDING ATTACHMENTS TO A PERMIT APPLICATION:

After you submit your application, a page appears notifying you that your New Preliminary Application has been received. Click on the exit button at the bottom of the page, and you will be returned to your home page. On the left side of the home page, click in the circle in the “A” column. On the right side of your home page under the heading, “My Options”....click on the pull down menu. Click on “add attachments” and follow the prompts to add site plans, drawings and documents.

INSPECTIONS FOR RESIDENTIAL BUILDING PERMITS:

Construction or work, for which a *permit* is required, shall be subject to inspection by the *building official* and such construction or work shall remain accessible and exposed for inspection purposes until *approved*. Approval as a result of an inspection shall not be construed to be an approval of a violation of the provisions of the building code or of other ordinances of the jurisdiction. Inspections presuming to give authority to violate or

cancel the provisions of this code or of other ordinances of the jurisdiction shall not be valid. It shall be the duty of the *permit* applicant to cause the work to remain accessible and exposed for inspection purposes. Neither the *building official* nor the jurisdiction shall be liable for expense entailed in the removal or replacement of any material required to allow inspection.

On- Line Permitting

Preliminary Inspection.

Before issuing a *permit*, the *building official* is authorized to examine all buildings, structures and sites for which an application has been filed.

Required inspections.

- **Footing and foundation inspection.** Footing and foundation inspections shall be made after excavations for footings are complete and any required reinforcing steel is in place. For concrete foundations, any required forms shall be in place and any required reinforcing steel must be in place prior to the inspection. Materials for the foundation shall be on the job, except where concrete is ready mixed in accordance with ASTM C 94.
- **Foundation Drainage Inspection.** A foundation drainage system inspection and approval shall be made prior to backfilling the foundation to ensure compliance with IRC 2009 section R405.
- **Foundation Waterproofing and Damp proofing Inspection.** A foundation waterproofing and or damp proofing inspection and approval shall be made prior to backfilling the foundation to ensure compliance with IRC 2009 section R406.
- **Concrete slab and under-floor inspection.** Concrete slab and under-floor inspections shall be made after in-slab or under-floor reinforcing steel and building service equipment, conduit, piping accessories, hydroid tubing or other ancillary equipment items are in place, but before any concrete is placed or floor sheathing installed, including the subfloor.
- **Lowest floor elevation.** In flood hazard areas, upon placement of the lowest floor, including the basement, and prior to further vertical construction, the elevation certification shall be submitted to the *building official*.
- **Frame inspection.** Framing inspections shall be made after the foundation anchorage is secured to the foundation plates, all floor, wall and roof framing with sheathing fastened to code, *fire blocking*, *fire caulking* and bracing are in place, pipes, chimneys and vents to be concealed are complete and the rough electrical, plumbing, heating wires, pipes and ducts are *approved*.
- **Lath and gypsum board inspection.** Lath and gypsum board inspections shall be made after lathing and gypsum board, interior and exterior, is in place, but before any plastering is applied or gypsum board joints and fasteners are taped and finished.
Exception: Gypsum board that is not part of a fire-resistance-rated assembly or a shear assembly.
- **Energy efficiency inspections.** Inspections shall be made to determine compliance with IEBC 2009 with Mass. Amendments. All duct work must be inspected prior to concealing with insulation.
- **Other inspections.** In addition to the inspections specified above, the *building official* is authorized to make or require other inspections of any construction work to ascertain compliance with the provisions

of this code and other laws that are enforced by the department of building safety.

- **Final inspection.** The final inspection shall be conducted after all work required by the *permit* is completed and approved.