

## Building Sequence Form

Prior to the issuance of a Building permit, you may need to obtain approval from a Board, Department or Committee. Please see the building Inspector for direction as to what sections need to be signed off for your permit. This sheet will help verify compliance with local & state codes.

### **Sewer Department**

Contact: James Nyberg, Superintendent; Phone: 508-867-0211; Email: [nbsewer@verizon.net](mailto:nbsewer@verizon.net)

Location: 59 East Brookfield Rd; Office Hours: Monday – Thursday 7:00 – 3:00

Meetings: Second Monday of the month at 3:30

*The sewer department will determine if you have access to town sewer.*

Suggested Items: Plot Plan with location of structures

### **Water Department**

Contact: Richard Kennan, Superintendent; Phone: 508-867-0207; Email: [kvnbw@gmail.com](mailto:kvnbw@gmail.com)

Location: 14 Bell Road; Office Hours: Monday – Friday 7:30 – 3:00

Meetings: Second Monday of the month at 6:30

*The water department will determine if you have access to town water.*

Suggested Items: Plot Plan with location of structures

### **Conservation Commission**

Contact: Christine Morrison, Chairman; Phone: 508-867-6409 Email:

Location: 215 North Main St; No Office Hours

Meetings: Second & Fourth Tuesday of the month at 7:00

*The conservation commission is looking to see if your project will be involved with wetlands*

Suggested Items: Plot Plan, Septic Plan (if applicable)

### **Board of Health**

Contact: John Alphin, Chairman; Phone: 508-867-0201; Email: [health@northbrookfield.net](mailto:health@northbrookfield.net)

Location: 215 North Main St; Office Hours: by appointment

Meetings: Third Wednesday of the month at 6:30

*The Board of Health deals with septic systems and wells. They will review your septic and well locations*

Suggested Items: Perk Test, Septic Design by a registered engineer

### **Highway Department**

Contact: Jason Benoit, Supertindent; Phone: 508-867-0213; Email: [nbhighwaydept2@verizon.net](mailto:nbhighwaydept2@verizon.net)

Location: 58 School St; Office Hours: Monday – Friday 7:00 – 3:30

No Meetings

*The Highway Department is looking for the location of your driveway/access to a road; you must access your lot through your road frontage*

Suggested Items: Plot Plan with driveway location

Name of Owner: \_\_\_\_\_

Location: \_\_\_\_\_

This form is for verification that each Board or Department has no outstanding issue that would affect the issuance of a Building permit

**Sewer Department:** Contact: James Nyberg; Phone: 508-867-0211; Email: [nbsewer@verizon.net](mailto:nbsewer@verizon.net)

Town Sewer: \_\_\_\_\_ Yes \_\_\_\_\_ No Date: \_\_\_\_\_

Tie In Permit Issued: \_\_\_\_\_ Yes \_\_\_\_\_ No Date: \_\_\_\_\_

Comments: \_\_\_\_\_

Signature: \_\_\_\_\_

**Water Department:** Contact: Richard Kennan; Phone: 508-867-0207; Email: [kvnbdw@gmail.com](mailto:kvnbdw@gmail.com)

Town Sewer: \_\_\_\_\_ Yes \_\_\_\_\_ No Date: \_\_\_\_\_

Tie In Permit Issued: \_\_\_\_\_ Yes \_\_\_\_\_ No Date: \_\_\_\_\_

Comments: \_\_\_\_\_

Signature: \_\_\_\_\_

**Conservation Commission:** Contact: Christine Morrison; Phone: 508-867-6409 Email:

Notice of Intent Required: \_\_\_\_\_ Yes \_\_\_\_\_ No

Public Hearing Date: \_\_\_\_\_

Comments: \_\_\_\_\_

Signature: \_\_\_\_\_

**Board of Health:** Contact: John Alphin; Phone: 508-867-0201; Email: [health@northbrookfield.net](mailto:health@northbrookfield.net)

Percolation Test Performed: \_\_\_\_\_ Yes \_\_\_\_\_ No    System Design Required: \_\_\_\_\_ Yes \_\_\_\_\_ No

System Design Approved: \_\_\_\_\_    Well Location Approved: \_\_\_\_\_

Comments: \_\_\_\_\_

Signature: \_\_\_\_\_

**Highway Dept:** Contact: Jason Benoit; Phone: 508-867-0213; Email: [nbhighwaydept2@verizon.net](mailto:nbhighwaydept2@verizon.net)

Driveway Construction Permit Issued: \_\_\_\_\_ Yes \_\_\_\_\_ No Date: \_\_\_\_\_

Comments: \_\_\_\_\_

Signature: \_\_\_\_\_