

Prior to the issuance of a Building permit you may need to obtain approval from a Board or Department please see the Building Inspector for direction as to what sections need to be signed off for your permit.

This sequence sheet will help verify compliance with local and state codes

Sewer Department

Phone: (508) 867-0211

Office Hours: Monday through Thursday 9:00 AM - 3:00 PM

Meetings: Second Tuesday of the month 6:00 PM, 59 East Brookfield Rd.

The sewer department will determine if you have access to Town sewer.

Contact person is Rodney Jenkins,. Suggested Items: Plot plan with location of structures

Water Department

Phone: (508) 867-0207

Email: nbwd@verizon.net

Office Hours: Monday through Friday 8:00 AM - 2:00 PM

Meetings: Second Monday evening, 6:00 PM, 14 Bell Rd.

The water department will determine if you have access to Town water.

Suggested items: Plot plan with location of structure

PLANNING BOARD

Meetings:

Third Wednesday of every month, 7:00 PM, at the North Brookfield Senior Center, 29 Forest St.

The planning board is looking to see that your lot complies with current town By-laws.

Suggested items: An recorded engineered plot plan

CONSERVATION COMMISSION

Meeting Times:

2nd and 4th Tuesday of the Month, 7:00 PM, at 215 North Main St.

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

Suggested items: Plot plan, Septic plan (if applicable) Plan of Proposed building location, and location of work

BOARD OF HEALTH

Phone Number: 508-867-0201

Hours: By appointment only, please call and leave a message.

Location: 215 North Main St.

Meetings: 3rd Wednesday of the month, 6:30 PM, at 215 North Main St. :

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

Suggested items: Perk test Septic design by a registered engineer

HIGHWAY DEPARTMENT

Gary Jean, Superintendent Department hours are Monday - Friday 7:00 AM - 3:30 PM. Office hours are Tuesday and Thursday 8:00 AM-12:45 PM. We are closed for vacation the first two weeks in July. Our answering machine is available for messages 7 days a week. **Phone:** (508) 867-0213 **Fax:** (508) 867-0239

The Highway Superintendent is looking for the location of your driveway, and/or access to a road (You must access your lot through your frontage) .

Suggested items: Plot plan with driveway location

Proposed Project _____

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

Planning Board

Individual Building Lot

Name of Owner: _____

Location of Lot: _____

Frontage: _____ Square Footage: _____ Date: _____

Approved for construction _____

Comments: _____

Conservation Commission

Notice of Intent Required: Yes No Date: _____

Public Hearing Date: _____ Date: _____

Comments: _____

Board of Health

Individual Building Lot

Percolation Test: Yes No

System Design Required: Yes No Date: _____

System Design Approved: Date: _____

Well location Approved yes no _____

Comments: _____

Highway

Driveway Const. Permit Issued: Yes No Date: _____

Comments: _____

Water Department

Town Water: Yes No Date: _____

Tie In Permit Issued: Yes No Date: _____

Comments: _____

Sewer Department

Town Sewer: Yes No Date: _____

Tie In Permit Issued: Yes No Date: _____

Comments _____