

INSPECTIONAL SERVICE DEPARTMENT



James Soper, Building Commissioner
One Metcalf Square
Winthrop, MA 02152
Telephone: (617) 846-4344
Fax: (617) 796-1086
<http://www.town@winthrop.ma.us>

The following is a list of the required forms to be filled out for the appropriate permit to be obtained.

Roofing, Siding, Interior Rehabilitation Permits

- Building Permit Application
- Workers Comp Affidavit and Copy of Insurance Certificates
- Photo Copy Of H. I. C. And/Or C.S.L. Licenses
- Floor Plan Or Proposed interior Work
- Engineering Affidavits for Engineered products

NOTE: All permits require Debris Removal Form and sign off from Board of Health prior to issuance of Building Permit

Addition Or Decks

- Building Permit Application
- Certified Surveyed Plot Plan
- Workers Comp Affidavit and Copy of Insurance Certificates
- Photo Copy Of H. I. C. And/Or C.S.L. Licenses
- 2 Sets of Building Plans
- Mass check Energy Compliance Report (If Applicable)
- Engineering Affidavits for Engineered products
- Contact Fire Prevention

NOTE: All permits require Debris Removal Form and sign off from Board of Health prior to issuance of Building Permit

New Construction (Single and Two Family)

- Building Permit Application
- Certified Surveyed Plot Plan
- Workers Comp Affidavit and Copy of Insurance Certificates
- Photo Copy Of H. I. C. And/Or C.S.L. Licenses
- 3 Sets of Building Plans
- Mass check Energy Compliance Report (If Applicable)
- Engineering Affidavits for Engineered products
- Contact Fire Prevention

NOTE: All permits require Debris Removal Form and sign off from Board of Health prior to issuance of Building Permit

In all cases if a variance or special permit was required the Town Clerks office must stamp the decision from the Board of Appeals that the appeal period is over. The applicant must then get this recorded at the Registry of Deeds. Once copy and proof of recording must be submitted with the building application.

In cases where the homeowner will be acting as the supervisor a "Home Owners License Exemption" form shall be completed.