



**COMMONWEALTH OF MASSACHUSETTS
TOWN NEW MARLBOROUGH
OFFICE OF THE SELECT BOARD
807 Mill River Southfield Road, Mill River, MA 01244**

Phone: 413-229-0277

E-mail: buildingdept@newmarlboroughma.gov

NEW HOME CONSTRUCTION GUIDELINES

- Provide (1) set of stamped plans by architect or engineer
- Provide site plan, drawn and stamped by surveyor or engineer
*Location of driveway must be on plan
- Obtain 911 sign from Fire Dept. before any Construction begins
- [Form A](#) signed and approved BY Planning Board
- All survey lines need to be located, pinned or flagged before all permits can be granted
- Confirm that building meets all setbacks unless with a variance or Special Permit
- Building Permit - Issued by Building Inspector
- Curb Cut Permit - Issued by Highway Department
- Conservation Commission Approval– Development activity within 100 feet from wetlands, in floodplain and/or 200 feet from river front may require DEP permitting via the Conservation Commission. Developers should check with the Conservation Commission and contact Kathy Chretien at Town Hall prior to initiating any work in these areas to apply for appropriate permits. When in doubt contact the Commission.
- Board of Health: (1) Perc test/soil evaluation; (2) Septic Design Plan showing septic and well location, (3) Submit design with “Disposal System Construction Permit,” Application and Well Permit; (4) Well location must be staked/marked on-site period to BOH approval site visit and issuance of permit; (5) Septic Installer must have NM Installer’s License and contact BOH at least one week prior to installation; (6) BOH will inspect

constructed system prior to backfilling; (7) Certificate of Compliance issued after BOH final inspection, system functional, engineer sign-off received, installer sign-off.

- Plumbing and Gas – No work shall begin without a permit. Permits are only issued to plumbers and gas fitters licensed in Massachusetts
- Electrical Work – No work shall begin without a permit. Permits are only issued to licensed electricians in Massachusetts
- Final inspection and Certificate of Occupancy issued by Building Inspector