

How to Apply for A Building Permit in the Town of Plainfield, MA

Please Review Carefully

Building Inspector (also referred to as Building Commissioner):

Gerald Garner

H. 413-734-7881 (leave message)

O. 413-634-5420 (during office hours)

Email: plainfieldbuildinginspector@gmail.com

Office Hours: Thursday from 6:30 pm - 8:30 pm in the Plainfield Town Offices

Webpage: <https://plainfield-ma.us/p/14/Building-Commissioner>

Where to Obtain Building Permit Application Forms:

All forms required for the completion of a **Building Permit Application** are electronically available on the Building Commissioner page of the Town of Plainfield website (<https://plainfield-ma.us/p/14/Building-Commissioner>) and in print at the Plainfield Town Offices.

Where to Obtain the Plainfield Zoning Bylaw:

It may be helpful for applicants to review the **Plainfield Zoning Bylaw**, which includes Information about zoning requirements and building specifications in Plainfield. The **Plainfield Zoning Bylaw (AG approved 2019-08-13)** is available electronically on the Planning Board page of the Town of Plainfield website (<https://plainfield-ma.us/p/24/Planning-Board>) and in print at the Plainfield Town Offices.

Steps for Applying for a Building Permit in the Town of Plainfield:

1. Review the form **How to Comply with Wetlands Regulations**. If there are wetlands in the vicinity of your proposed project, read these instructions and contact the Plainfield Conservation Commission for help. A site visit and further permissions may be required.
2. Review the **Zoning Determination Policy** which explains the requirement for obtaining a Zoning Determination prior to the submission of a Building Permit Application.
3. Complete and submit the **Zoning Determination Application** to the Plainfield Building Inspector/Zoning Enforcement Officer. This form *must* be submitted before applying for a building permit. The building inspector/zoning enforcement officer will review and act on the **Zoning Determination Application** within 30 days. The **Zoning Determination Application** will either be approved or disapproved.
4. **If a Zoning Determination Application has been approved***, the applicant should complete all applicable **Building Permit Application** forms and **submit the packet in its entirety** to the Building Inspector.

The Building Permit Application packet includes the following forms that must be completed:

- a. **Building Permit Application for 1 and 2 Family Dwelling:** Building Permit Application to Construct, Repair, Renovate, or Demolish a One- or Two-Family Dwelling
- b. **Signoff Form:** This form requires the signatures of various Town Officials, Boards and Commissions that must be obtained to complete the application process. (See bottom of page for contact info)
- c. **Construction Debris Affidavit:** This form indicates how construction/demolition debris will be disposed of.
- d. **Solid Fuel Burning Appliance Application:** This form is required to install wood, coal, or pellet stoves and outdoor wood boilers.
- e. **Workers Compensation Affidavit for Builders/Contractors/ Electricians/Plumbers:** This form determines whether Workers Compensation Insurance is required. Read the instructions and complete the form.
- f. **Homeowner Exemption:** This form is for the homeowner applying for a building permit and who will be performing and/or supervising the work, exempting her/him from the licensing requirement.
- g. **Fee Schedule:** Town of Plainfield Building Commissioner Fee Schedule. The Building Commissioner will assist you in determining the required fee.

All completed forms should be submitted to the Plainfield Building Inspector/Zoning Enforcement Officer. Forms may be sent by email to plainfieldbuildinginspector@gmail.com, or they can be delivered at the Town Offices. (See top of page for the Plainfield Building Inspector's complete contact information and office hours.)

Thank you for taking care to complete each of these forms thoroughly. This will help ensure a smooth and efficient process in reviewing your application.

Town of Plainfield Contact information:

Website: Email contact information for town departments, officials, boards, and commissions, can be found on the Town of Plainfield, MA website (<https://plainfield-ma.us/>) by clicking the "Contact Us" link on the top of the page. You can also use the following link to get there directly: <https://plainfield-ma.us/contact>.

Phone: To get in touch by phone, please call the Plainfield Town Offices at **413-634-5420** for further information.

***Note:** If a **Zoning Determination Application** has been **disapproved** by the Building Inspector, the Building Inspector will provide you with instructions about what to do next. You may need to work with the Conservation Commission to obtain necessary permissions, and/or the Planning Board or Zoning Board of Appeals to apply for a special permit, site plan review, or variance.