



Town of Charlton

www.townofcharlton.net

DEPARTMENT of BUILDING
INSPECTIONAL SERVICES

37 MAIN STREET
CHARLTON, MA 01507
508-248-2241

Building.ZEO@townofcharlton.net

Permit Sign-Off List

The following is a list that provides the process for electronic and manual concurrence of projects applying for permit(s) issued by the Department of Building Inspectional Services.

We encourage electronic submittal through PermitEyes, a software used by the Town of Charlton.

User login <https://permiteyes.us/charlton/loginuser.php>

Once the application is received through the system it will be reviewed by for completeness. Our staff will then send the electronic application to the **applicable departments** for verification and sign off.

New construction on parcels without a street address will be sent to the following;

- Assessors** – for Map, Block and Lot information
- Board of Health** – for well and septic compliance
- Conservation** – for Orders of Conditions and storm water management
- Highway** – for Driveway Permit and house number
- Treasurer – Collector** to verify fees and taxes current
- Planning Board** – site plan approval & notice to proceed
- Water & Sewer** – for hook up authorization
- Zoning Enforcement Officer** – for zoning applicability

New construction on parcels with a street address will be sent to the following;

- Board of Health** – for well and septic compliance
- Conservation** – for Orders of Conditions and storm water management
- Highway** – for Driveway Permit
- Planning Board** – site plan approval & notice to proceed
- Treasurer – Collector** – to verify fees and taxes current
- Water & Sewer** – for hook up authorization
- Zoning Enforcement Officer** – for zoning applicability



Curtis Meskus - Building Commissioner/Zoning Enforcement Officer
William Fenner Local Inspector
Peter Starkus – Plumbing & Gas Inspector
Joseph Ostrowski – Inspector of Wires
Michelle Acker – Administrative Assistant

November 2021

Accessory structures with a street address will be sent to the following;

- Board of Health** – for well and septic compliance
- Conservation** – for Orders of Conditions and storm water management
- Highway** – for Driveway Permit
- Historical Commission** – for Certificate of Appropriateness
- Planning Board** – site plan approval & notice to proceed
- Treasurer – Collector** – to verify fees and taxes current
- Water & Sewer** – for hook up authorization
- Zoning Enforcement Officer** – for zoning applicability

Renovations or change of use will be sent to the following;

- Board of Health** – for well and septic compliance
- Conservation** – for Orders of Conditions and storm water management
- Highway** – for Driveway Permit
- Historical Commission** – for Certificate of Appropriateness
- Planning Board** – site plan approval & notice to proceed
- Treasurer – Collector** – to verify fees and taxes current
- Water & Sewer** – for hook up authorization
- Zoning Enforcement Officer** – for zoning applicability

Electrical, Plumbing and Gas,

- Inspectional Services** – for associated building permit
- Zoning Enforcement Officer** – for zoning applicability

Roofing, siding, replacement windows, doors and weatherization

- Treasurer – Collector** – to verify fees and taxes current

Signs

- Inspectional Services** – for associated building permit
- Zoning Enforcement Officer** – for zoning applicability