



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 Processing Policy

All projects and trades

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

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

Each structure on a property will be a separate permit application and fee (singular payment is allowed).

Each responsible contractor or subcontractor on project will be a separate application and fee. Examples; fire sprinkler, radio systems, mechanical contractor, fire alarm, plumbing, gas, data wiring, and HVAC controls.

During the application process you will receive various e-mails or chat requests such as; the fee due, request for additional information, or the permit is ready for pickup.

Payments can be made in person by check, money order, online through Uni Bank by credit card, or automated clearing house (ACH). A convenience fee will be assessed for credit cards, and a transaction fee will be assessed for ACH transactions.

Required Documents

Electrical, Plumbing, Gas, Roofing, Siding, Wood Stoves, Replacement Windows and Doors;

Fill out the electronic application and provide all the required information. The **correct** property address is paramount, phone number and e-mail address are mandatory.

First time tradesmen using the system will need to provide a copy of their license, home improvement registration and insurance as a PDF attachment to their registration. Upon renewal of the proceeding, a new PDF will need to be provided.



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

November 2021

New home, renovations, additions, sheds, decks, pools, or accessory structures:

Fill out the electronic application and provide all the required information. **The correct property address is paramount**, phone numbers and e-mail address are mandatory.

In PDF format provide;

Sufficient drawings to scale $\frac{1}{4}$ inch = 1 foot preferred, showing the work to be done including foundation or supporting components, the existing configuration and the proposed work, include window and door schedule, drawings for trusses, and calculations for engineered components.

For new construction, provide a well quantity report, approved septic plans or site plans of the property showing the zoning setback lines and the proposed distances of the structures from the property lines.

For new driveways, provide a copy of the driveway permit. If there are wetlands within 100 feet of the earth disturbance or 200 feet of a river zone, provide proof that the Conservation Commission Order of Conditions has been recorded at the Worcester Registry of Deeds.

For projects that do not extend beyond the existing footprint of existing structures, please provide before and after drawings of the work to be done.

Processing

Once the application is received through the system it will be reviewed for completeness, then our staff will send the electronic application to the needed departments for verification and sign off. Simultaneously the fee for the permit will be determined at which time the applicant will receive an e-mail notifying them of the amount due. For additional information on fees, please see Permit Fee Policy and Fee Schedule, on the right side of the web page linked here.

Next, the Office of Building Inspectional Services staff will review the application and submitted material for compliance with relevant codes, regulations and proper licensing credentials. Once the review is complete you will receive either:

- 1) An e-mail that the permit is ready for pick up (we will mail it to you if you provide a self-addressed stamped envelope).
- 2) An e-mail or chat requesting additional information or clarification of the submittal. Once information is received it will be reviewed. If no further information is required, you will be notified that the permit is ready.