



# **Town of Medway**

# **Building Department**

## **Permitting Information**

Residential and Commercial Building / Electrical  
Gas / Plumbing / Mechanical / Sheet Metal

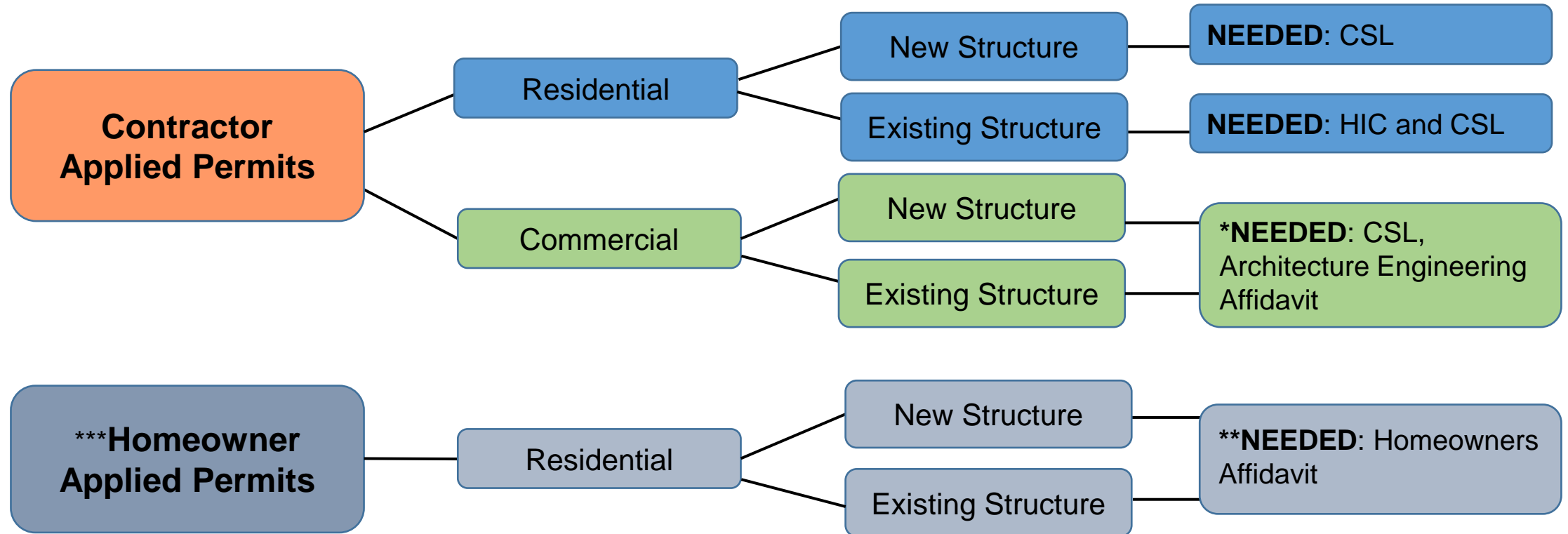
Permitting Steps  
Required Credentials  
Permitting Process  
Necessary Documents  
Potential Documents

# Applying for a Permit is **EASY!**

- 1. REGISTER:** Create a profile for yourself; you'll only have to do this ONCE.
- 2. APPLY:** Build your permit application by going through the simple prompts, and upload any documents needed to complete your permit application.  
*\*\*Sidenote: fields that include a vertical red line (|) are mandatory fields*
- 3. PAY:** You have the option of bringing in cash or a check, or paying by credit card \*\*\*
- 4. SUBMIT:** Once you've completed your registration, application, and have paid, everything will be reviewed, and you will either be contacted asking for more information, or will be reached via email that your permit has been approved.
- 5. QUESTIONS:** We understand that some are not "computer-savvy", so give us a call! We'd be happy to answer your questions or help with the application process! We're at 508.533.3253.

\*\*\* UniBank, Town of Medway's financial institution, may charge a service fee for credit card transactions.

# Who's Applying for a Permit in Medway and Required Credentials

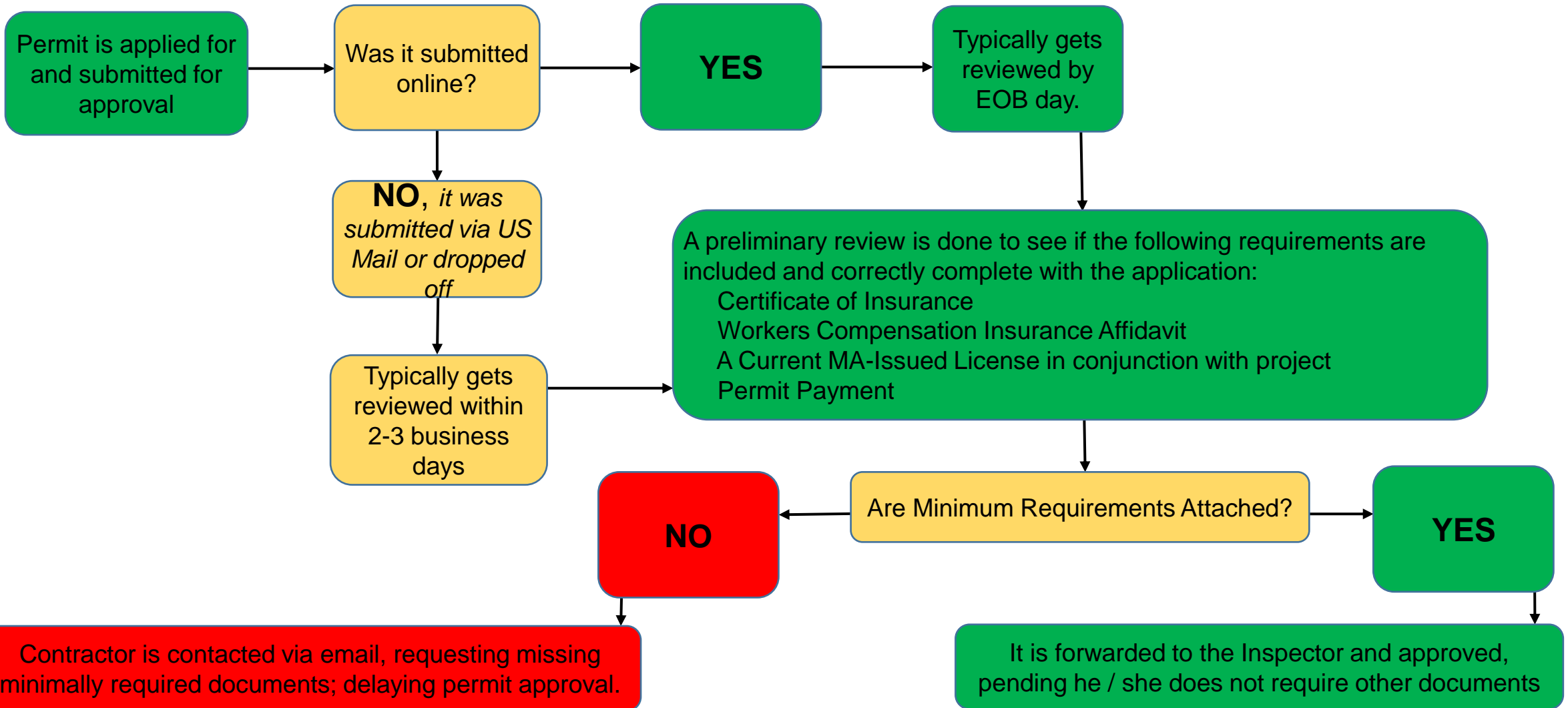


\*Contractors will **NEED** to also provide a Certificate of Liability with "Town of Medway" listed as Certificate Holder.

\*\*Homeowners will also **NEED** to fill out a Workers Compensation Insurance Affidavit.

\*\*\* Homeowners **ARE NOT** allowed to pull Electrical Permits **UNLESS** a licensed Journeyman.

# Flow Chart for ANY Permits Submitted to the Town of Medway's Building Department



# Necessary Documents for a Contractor to Apply for a Permit in Medway

The **MINIMUM** necessary for any permit are the following:



**Workers Compensation Insurance Affidavit:** This is a mandatory form that everyone (contractors as well as homeowners) need to fill out.

*tip: where it says “job site address”, located approximately ½ way down, write in “any location in town of Medway”, and remember to make sure you write the date next to your signature. This will ensure this form is valid for a year from the date of signature, and you won’t have to fill this form out with every job.*



**Certificate of Insurance:** This is a form obtained by your insurance company that summarizes your insurance policy. Outlined below should *indefinitely* be listed on your Certificate of Insurance:

Building Permit = Workers Compensation      Gas/Plumbing Permit = Liability Insurance

Electrical Permit = Liability Insurance      Mechanical/Sheet Metal = Workers Compensation



**Massachusetts License:** Whatever the job is for, we require a current Massachusetts issued license, making sure that it is in sync with the job you are going to do.

*Electricians Tip: We require everyone to submit their Journeyman’s License, but submitting your Master’s License too doesn’t hurt!*



**Permit Balance:** The balance of the permit is required when permit is submitted, otherwise it will not go through the review process.

In Preparation for Pulling Your Permit, Please Note that in Addition to the Necessary Documents, our Inspector **MAY** ask for Additional Documents. Please Refer Below.

**COMMERCIAL ELECTRICAL PERMIT**

1. Meeting of Plans
2. Specifications/Calculations
3. Electrical Plans
4. Signed Contract
5. Engineering Documents
6. One-Line Diagram
7. Certificate of Completion
8. Manufacturer Documentation
9. Utility Authorization Number

**RESIDENTAL ELECTRICAL PERMIT**

1. Meeting of Plans
2. Specifications/Calculations
3. Electrical Plans
4. Signed Contract
5. Engineering Documents
6. One-Line Diagram
7. Manufacturer Documentation
8. Utility Authorization Number
9. Dig Safe Number

**RESIDENTAL *or* COMMERCIAL  
GAS / PLUMBING PERMIT**

1. N/A

**MECHANICAL / SHEET METAL PERMIT**

1. *Manual J*
2. *Manual D*
3. *Manual S*
4. *Specifications*
5. *Floor Plans*
6. *Stamped Engineer Plan w/Code*
7. *Reference Narrative*

**COMMERCIAL *or* RESIDENTIAL BUILDING PERMIT**

- |  |   |
|--|---|
| 1. Plot Plan w/Layout & Setbacks                                     | 9. Description of work & Specs  |
| 2. Debris Disposal Affidavit   | 10. Dig Safe Number   |
| 3. Dust Control  | 11. Shop Drawings w/Stamped Calculations for Engineered Products                      |
| 4. Hazmat Report   | 12. HERS Report   |
| 5. Utility Shut-Off  | 13. Blower Door/Duct Results  |
| 6. Signed Contract   | 14. DRC Letter, including Lighting, Landscape, and Full-Color Rendering Plan for Sign |
| 7. Building Plans w/Specs  | 15. Roof Structural Certification Letter  |
| 8. Historical Application ( <i>demo of structures over 75 y.o.</i> ) |   |