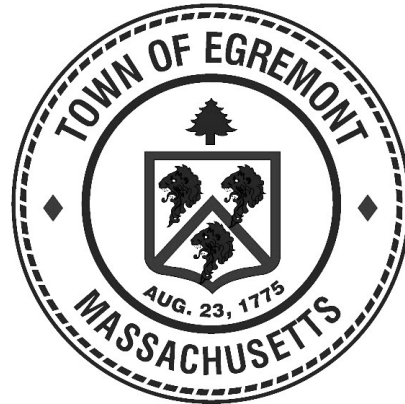


CITIZENS' GUIDE

Town of Egremont

December 2020



Wondering what the permitting process is, how it works, who to go to, and how much it costs? This pamphlet describes the various departments and includes a guide to aid citizens in the procedures of obtaining permits.

Involved are the Board Of Health, Building Inspector, Gas Inspector, Plumbing Inspector, Wiring Inspector, Conservation Commission, Selectmen, Road Superintendent, 911 Coordinator, Planning Board and Zoning Board of Appeals. These departments are all located in the Town Hall at 171 Egremont Plain Road (Route 71), in the North Egremont Village and may be reached by calling 413-528-0182.



BUILDING INSPECTOR

Ned Baldwin, Commissioner of Buildings

413-528-0182 ext. 13

Matt Kollmer, Alternate Inspector of Buildings

Office Hours: Tuesdays 12:30pm to 3:30pm or by appointment

1. Obtain necessary application online at https://permiteyes.com/Berkshire/user_logins.asp
2. Potable water supply is required before obtaining a building permit for a dwelling.
 - A. Present connection certification from Town water supply.
 - B. Present complete water test from existing water supply.
 - C. Obtain well permit from Board of Health, drill a new well, and present well completion report and if required a complete water test to Board of Health for Well Completion Certificate.
3. If applying for a permit which will create a need for a new or rebuilt septic system you **MUST** contact a member of the Board of Health 413-528-0182 ext 22.
4. Septic System Requirements per Board of Health
 - A. Engineering plans showing that a septic system is possible on the site.
 - B. Existing dwellings should submit a signed and dated plot plan showing all buildings, driveways, wells and septic system components.
 - C. Building floor plans showing livable areas.
 - D. Board of Health will then sign building permit application.
5. Either draw one (1) set of detailed plans, have your contractor draw a (1) set of detailed plans, or have an architect provide one (1) set of blue prints. (Attached to application when complete)
6. Complete Building Permit Application form and specification sheets.
7. Have the Board of Health Agent sign permit application form and ISDS plans when well requirements are completed and approved.
8. Get Planning Board approval (when required) on permit application.
9. Get Conservation Commission approval (when required) on application.
10. Present plan to Fire Chief for permit and approval of CO, smoke and heat detector locations and have him sign application form.
11. Have Road Superintendent review driveway permit and have 9-1-1 Coordinator assign street number and sign application.
12. Building Inspector, as Zoning Agent, will approve for zoning or refer to appropriate zoning board, if necessary.
13. Presuming that the plans meet requirements of the State Building Code, a permit may be picked up within thirty (30) days.

NOTE 1: If for any reason the plans are not approved, the Building Inspector will notify the applicant concerning necessary changes.
When a mutual agreement has been reached, the permit will be issued.

NOTE 2: Submit one (1) plot plan with location of structure from all boundaries
14. Certificate of Occupancy
 - A. Certificate of Compliance for septic system required from Board of Health before a Certificate of Occupancy is issued.
 - B. Complete water test from house required.
 - C. Final building inspection by Board of Health
 - D. Board of Health will sign Certificate of Occupancy
 - E. See Board of Health guidelines for further details.

Call Town Hall for additional contact information.

BUILDING PERMIT FEES - partial list

Application fee \$10

New construction, alterations and repairs:

<u>Construction Costs</u>	<u>Fees</u>
Up to \$6,000	\$50
\$6,000 - \$150,000	\$50.00 plus \$5.00/every \$1,000 or fraction thereof over \$6,000
\$150,000 - \$250,000	\$755 plus \$6.00/every \$1,000 or fraction thereof over \$150,000
\$250,000 - \$450,000	\$1,355 plus \$7.50/every \$1,000 or fraction thereof over \$250,000
\$450,000 - \$600,000	\$2,855 plus \$8.00/every \$1,000 or fraction thereof over \$450,000
over \$600,000	\$4,055 plus \$9.00/every \$1,000 or fraction thereof over \$600,000

Miscellaneous Fees:

Swimming Pools: In ground	\$100 up to the first \$10,000; additional \$5 for every \$1,000 value thereafter
Above ground	\$ 25
Demolition Permit	\$ 35
Stove Permit	\$ 35
Renewal of Building Permit	\$ 35
Certificate of Use/Occupancy	\$ 45
Repeat inspections	\$ 25 each
Chimney - Stainless Steel Liner	\$ 25
Foundations	\$5/each \$1,000 value

GAS INSPECTOR:

Robert Gennari
 Robert Krupsky, Assistant

A permit is required for all new gas installations and for all repairs or change of service. No back filling of a tank will be allowed until after the inspection and service will not be turned on until after the inspection. An inspection is required for all changes of supplier, changes of equipment, and interruption of service for any reason. Contractors of interior gas piping are requested to record pressure setting of test gauge on permit application for inspection. Contractors and gas suppliers are asked to notify the Gas Inspector when location is ready for inspection or a date for same.

Permit and first visit -Propane storage of up to 1000 gals above or below ground with line to building	\$60
For any installation of more than one (1) 1000 gal tank above or below ground	\$120
Each additional visit due to rejection or incompleteness	\$60
For each interior gas piping installation of three (3) gas fired appliances	\$60
Each additional appliance	\$10
Inspection for change of supplier	\$30

After the application has been filed, a public hearing will be held at a Conservation Commission meeting in the Town Hall. At the hearing the applicant or a representative will discuss the intended project. After the hearing, the Commission will draft an Order of Conditions (permit) listing the steps and procedures which the applicant must follow in order to ensure protection of the wetland area. The Commission will vote on these conditions at the following meeting, after which the applicant must register the adopted conditions with the Registry of Deeds (located in Great Barrington). After completion of the project, a Commission member will conduct an inspection of the site to ensure that the project was conducted according to the stated conditions. If the project meets the stated conditions, the Commission will issue a Certificate of Compliance which the applicant must also record at the Registry of Deeds.

ZONING BOARD OF APPEALS

Cathy Fracasse, Chair
Mark Holmes
Rolfe Tessem
Charles Ogden, Alternate
Meeting time: As needed

The Zoning Board of Appeals acts on requests for variances allowing appropriate relief from specific zoning bylaws; issues special permits allowing for businesses on non-conforming lots; and acts on appeals filed against decisions made by the Building Inspector. Applicants must obtain from the Selectmen’s Office a copy of the Zoning Board of Appeals rules and regulations and the application. Applicants must submit a plan, supplemental documentation, a written request outlining the application as well as the filing fee of \$250. A check list is included with the application of all items needed. The application must be filed in the Town Clerk’s Office. The Board will schedule a hearing within 65 days and issue decisions within 90 days of the filing. The decision of the Board may be appealed within 20 days of the filing date at the Town Clerk’s Office. If no appeals occur within the 20 days, the applicant must file the decision at the Registry of Deeds in Great Barrington in order to validate it.

BOARD OF HEALTH

Charles Ogden, Chairman
Ellen Maggio
Dr. William Rose
Juliette Haas (Director)
413-528-0182 extension 22

Meeting time: 2nd & 4th Thursdays 9:00 A.M. (To be announced)

The Board of Health is responsible for assessing, maintaining and protecting the health of the Town and its people. They enforce Massachusetts General Laws pertaining to public health, promulgate new regulations and policies, and ensure that needed health services are available. The Board reviews and processes the following applications:

Title 5, Wells & Wastes

Minor Repairs to Septic System (DWCP)	\$ 50
Repairs to Septic System (DWCP)	\$ 150
Construct New Septic System (DWCP)	\$ 350
Revision to Plans	\$ 50
Perc Test Witness (fees are per lot; additional holes \$75/hr)	
Repairs (1 perc; 2 deep holes)	\$ 200
New Construction (2 percs; 2 deep holes)	\$ 350
Title V Witness (incl. Minor repairs made during inspection)	\$ 125
Construction of New Well or Water Supply	\$ 100

Repairs to Well or Water Supply	\$ 75
Decommissioning of Well or Water Supply	\$ 75
Septage Haulers Permit (must submit all pumping forms)	\$ 125
Installer Permit	
With BCBOHA certification (annual)	\$ 75
Without BCBOHA certification	\$ 200 per installation
Garbage Haulers	\$ 125

Food Establishments

Food Service Permit	
Small (limited menu - under 50 seats)	\$ 75
Medium (full service/51-75 seats)	\$ 150
Large (full service/76-125 seats)	\$ 200
High Volume (full service/over 126 seats)	\$ 250
Take out Food Service	\$ 25
Bed & Breakfast (incl 1 inspection/year)	
One to three rooms	\$ 50
Four to nine rooms	\$ 75
Inn (ten or over)	\$ 100
Occasional Lodging Rental, no food (must provide water test)	\$ 75
Commissary Kitchen (Base kitchen used by Caterers/Mobile Food)	\$100
Caterer (Must operate out of a permitted/inspected Commissary Kitchen)	\$ 50
Mobile Food	\$ 75
Special/Temporary Event//Farmers Mkt(Each Vendor/Organizer)	\$ 25
Retail Food +\$25/1,000sq. ft.	\$ 75
Bakery (stand alone, add \$75inspection fee)	\$ 10
Retail Milk and Cream (stand alone, add \$75 inspection fee)	\$ 10
Frozen Dessert (stand alone, add \$75inspection fee)	\$ 10
Retail Residential Kitchen (non-potentially hazardous foods only)	\$ 75
Vending Machine/Machine	\$ 25
Non-Profit Food Service per event	\$ 25
New Establishment/transfer of ownership (Plan/Menu Review)	\$150
New or upgraded FE Kitchen (Plan Review & Inspections)	\$ 75/hour
Required Follow-up/Re-inspections	\$50; 2 nd \$75; 3 rd \$150

Other

Tobacco Sales	\$ 100
Family Campground	
(Includes Food Service, Retail Sales, Beach)	\$ 200
Children's Day Camp	\$ 75
Day Care, Five children and under/over five	\$ 25/\$75
Public Swimming Pool/Hot Tub	\$ 100
Beaches (must conduct weekly water testing/reporting)	\$ 75
Hotel/Motel/Rooming House	\$ 200
Body Art Practitioner	\$ 200
Housing Inspections	\$ 75
Demolition Sign Off (incl up to 1 inspection)	\$ 75
Beaver Permit	\$ 75
Water Sample Collection/Delivery	\$150
Dumpster Permit - required after 2 weeks onsite	\$ 25
Dumping of trash after hours at Transfer Station	\$ 100
Other Regulated Personal Services (Funeral Director, other)	\$ 100
Other Regulated Establishment/Salon (Nail, Tanning, Bathhouse, other)	\$ 200
Other Plan or Regulated Activity Reviews (subdivision, other)	\$ 100 + \$75/hour

In order to obtain a septic permit for new construction an applicant must first file an application for lot testing with the Board of Health. After filing an application, lot testing is conducted with the applicant's engineer and a Board of Health member. The lot test consists of percolation, deephole and groundwater testing. Percolation, deephole testing, and groundwater testing are conducted year round. After the testing, the engineer submits his proposed plans with appropriate fees. Upon approval of the plans an approval letter is issued. The licensed contractor gets the septic permit from the Board. During construction, a Board of Health member will conduct the required inspections. After the inspection, the engineer submits an "As Built" plan and a Letter of Certification to the Board of Health for approval. If the installation adequately meet the approval of the Board, a certificate of Compliance is issued.

When repairing existing septic system, applicants must follow same procedure discussed above. All plans for the construction or repair to existing systems, must be certified by a P.E. or an R.S. and submitted to the Board of Health. Upon approval of the plans, the applicant must hire an installer licensed in the Town of Egremont. The Board of Health will review building applications pertaining to additions or renovations. A Board member will assess existing septic system and determine whether or not the system can adequately support the intended changes. If the existing septic system is in working order, the Board of Health will approve the additions and sign the Building Permit. If the system is inadequate, the applicant must apply for a repair to the system.

To obtain a food, tobacco, or other permit, an applicant should obtain a copy of the regulation/requirements through the Board of Health and file an application. Once reviewed, if the applicant meets regulatory requirements, an appointment will be made for a site inspection. Once the establishment is approved the permit will be issued. Applications for most Board of Health permits may be obtained at the Selectmen's Office or online.

PLANNING BOARD

Jared Kelly, Chair
Edward Regendahl
Nick Keene
Donna Bersch Gordon
Matthew Bersani
Marj Wexler, Associate

Meeting time: Second and Fourth Mondays 7:00 P.M.

The Planning Board determines the planning goals for the Town of Egremont and proposes bylaws and adopts regulations toward meeting those goals. Bylaws are adopted by town meeting. The Board acts on applications for Form A divisions of land, subdivisions of land, and special permits for uses where required in the bylaw. Public hearings are held on all bylaw proposals, special permit applications and subdivision applications. The Planning Board is governed by Massachusetts General Laws Chapter 40A and 41, the Egremont Zoning Bylaw, Egremont Planning Board Rules and Regulations, and the Rules and Regulations Governing the Subdivision of Land in Egremont.

Form A plans and applications: A Form A plan and application involves the division of land where the lot has sufficient frontage as required by the bylaw. An application fee of \$50 for the first division of land plus \$25 for each additional division of land is required with the plan, and the Board has 21 days to act on the plan. The plan and application are submitted to the Planning Board with a copy to the Town Clerk.

Subdivisions: A subdivision of land is one where there is not sufficient frontage as required by the bylaw for the number of lots requested so new road frontage is created to serve that number of lots. The subdivision application can have more than one stage. The Rules and Regulations Governing the Subdivision of Land in the Town of Egremont contains the regulations for such applications. Applicants should also

consult the Egremont Planning Board Rules and Regulations and the Egremont Zoning Bylaw for specifics about the application process. The fee for a preliminary plan shall be \$250 plus \$50 per lot. The fee for a definitive plan if a preliminary was submitted shall be \$500 plus \$75 per lot plus \$50 each additional unit beyond one unit per lot. The fee for a definitive plan if no preliminary plans was filed shall be \$1000 plus \$150 per lot plus \$100 each additional unit per lot. A Public Hearing is held, with notice to abutters by mail along with newspaper publication and posting in town. The time allowed for the Board to make its decision varies with the type of application and can be found in the Rules and Regulations Governing the Subdivision of Land.

Special Permits: Applicants should consult the Egremont Zoning Bylaw for uses requiring a Special Permit. In cases where the applicant is unclear on whether to apply to the Planning Board or the Zoning Board of Appeals, the applicant is requested to discuss the matter with the Planning Board. The applicant can find general information about the Special Permit process in the Egremont Zoning Bylaw and should also consult the Egremont Planning Board Rules and Regulations for specifics about the application process. The applicant must submit a Special Permit application with all attachments as required by those Rules and Regulations. An application fee of a minimum of \$150 is required, with the exact amount to be determined by the number of abutters. A Public Hearing will be held within 65 days of the application, with notice of that hearing mailed to all abutters, published in the newspaper, and posted in town. The decision must be made within 90 days after the hearing. The decision is filed with the Town Clerk, and if no appeal is filed in the 20 day appeal period, the Town Clerk will certify the decision, and the applicant must then file the decision at the Registry of Deeds to finalize it. The Special Permit runs with the land. The Special Permit will lapse if no substantial activity is taken under the Permit within one year from issuance.

SELECT BOARD

George McGurn, Chairman
Lucinda Fenn-Vermeulen, Vice-Chair
Mary Brazie, Member

Mary Brazie, Office Administrator 413-528-0182 extension 10
William Brinker, Office Clerk 413-528-0182 extension 17

Select Board’s meeting time: Every other Tuesdays as posted
Select Board’s Office Hours: weekdays 7:00am to 3:00pm

The Select Board’s office is the hub of your Town Government. You may obtain the applications and information for the permits issued by most of the other Town Departments from the Select Board’s Office. You must contact the Select Board’s Office for the following:

Tag Sale	\$ 5 for the first sale, \$10 for the second sale and \$15 for the third
Signs	\$ 10 for a new sign, \$5 for a temporary or altered sign
Lodging House	\$ 25
Gas Storage	\$ 10
Auctioneer	\$ 25
Car Sales	\$ 50
Liquor License	\$ 750 All Alcoholic \$ 500 Wines/Malts
Pedlar License	\$ 10
Alarm Permit	\$ 25
Reservation at French Park	Donation

ANY QUESTIONS:

Don't hesitate to call or visit!

413-528-0182

171 Egremont Plain Road

Hours: 7:00 A.M. to 3:00 P.M. Monday - Friday

www.egremont-ma.gov

Requirements and fees are subject to change.

Town of Egremont
P. O. Box 368
South Egremont, MA 01258

