



Modular House Information

Your Guide to Erecting a Modular House in Norwood

Presented by the Town of Norwood Building Department

FREQUENTLY ASKED QUESTIONS.....

Can I, the owner, get a building permit?

NO – only a person who has a Construction Supervisor’s license can apply for a permit to build a “**MODULAR**” house.

What documents do I need to provide?

- [1] **A CERTIFIED PLOT PLAN** with the complete footprint of the proposed dwelling including setbacks applicable for the zone where the house will be located.
- [2] **A copy of your CONSTRUCTION PLANS** that have been stamped by the Norwood Fire Department for approved smoke detector locations. The Norwood Fire Department is located at 137 Nahatan Street opposite Shaw’s Plaza. Bring the NFD 5 sets, plans will be stamped – when approved. Distribute the 5 sets to: Building Inspector, Norwood Fire Dept., your electrician – one set for on the job – your copy filed with your permanent records.

“Plans, specifications and documentation for a system of manufactured building or for a type or a system of manufactured building components, which may include structural, electrical, mechanical, plumbing and fire protection systems and other systems affecting health and safety, including variations which are submitted as part of the building system.”

- [3] **A THIRD PARTY AFFIDAVIT** from the state showing that the modular company that you have purchased your house from is registered as authorized to do business within Massachusetts. This document shows that the BBRS has approved the manufacturers documentation that he has retained the services of an independent agency to perform inspections and evaluations of building systems, compliance assurance programs, manufactured buildings, and manufactured building components. [See attached]
- [4] **INSTALLER OF MANUFACTURED BUILDINGS CERTIFICATE:** Shall be provided for the individual, who on the basis of training and experience, has been certified by a specific manufacturer of manufactured homes as competent to supervise the placement and connection required to install the manufactured homes of that manufacturer. Said certification by the manufacturer shall be in writing; additionally, the certified installer shall possess picture identification in the form of a driver’s license or other picture identification acceptable to the building official. [See attached]

- [5] **LABEL:** An approved device or seal evidencing certification in accordance with the applicable Codes and Rules and Regulations promulgated pursuant thereto shall be provided once the units have been delivered.
- [6] **CURB CUT opening approval** by the Department of Public Works - 165 Nahatan Street – [781] 762-1413. For your convenience the application is provided as part of this brochure.

If your lot is part of a sub-division and overall approval has been given for all of the curb cut locations – the town still requires that you supply the Building Inspector the sewer connection approval for each individual lot.

- [7] **SEWER ENTRANCE PERMIT:** application obtained at the Board of Selectmen – 2nd floor Town Hall and approved by multiple departments. Instructions are self-explanatory.

If your lot is part of a sub-division and overall approval has been given for all sewer Connections – the town still requires that you supply the Building Inspector your sewer connection approval for each individual lot.

- [8] **ZONING BOARD OF APPEAL APPROVAL – IF REQUIRED.**
If the lot you're developing required relief from the Zoning Board of Appeal, a copy of the decision as well as proof that the decision has been filed at the Dedham Registry of Deeds will be required as part of your package.
- [9] **CONSERVATION COMMISSION – PLANNING BOARD OR BOARD OF HEALTH** decisions that relate to the property shall be included with the building permit application.
- [10] **DOMESTIC WATER METERS** – available at Public Works. Location/installation are under their jurisdiction.

If you are unable to provide a “complete” package, you will unnecessarily delay review and processing or cause your application to be returned.

In addition to those pre-approvals you will also have to provide the Building Inspector with:

- [1] **TWO** copies of your **CERTIFIED PLOT PLAN.**
TWO copies of your **“AS-BUILT” CERTIFIED PLOT PLAN.**
- [2] **ONE** complete set of your **BUILDING/FRAMING PLANS** including the elevations to the finished grade.
Permit cost: \$10 per thousand or fraction thereof of the estimated cost of construction. [ie., \$124,000 estimated cost = \$1,240 permit]



CONFUSED????

Any questions you might have will be answered as promptly as possible by the Building Inspector. *Office hours* are 11-12 noon or 3:15-4:15 p.m. Monday through Friday. To speak to an Inspector call [781] 762-1240 ext. 202 or 205 during those hours or feel free to come to town hall to discuss things in person.

In addition, you may also need to ask questions of the Department Heads listed below relative to their particular fields.

Dept. of Public Works	Joseph Welch, Supt.	[781] 762-1413
	Gary Schorer, Asst. Supt.	[781] 762-1413
Board of Health	Sigalle Reiss, Director	[781] 762-1240 x-174
Conservation Commission	Al Goetz	[781] 762-0781
	[Mon-Fri 8-11 a.m. only]	
Fire Department	Chief Michael Howard	[781] 762-0080
	Deputy Chief Ronald Maggio	[781] 762-0080
Planning Board	Steve Costello, Town Planner	[781] 762-1240 x-164
Municipal Light Dept.	Jim Collins, Asst. Supt.	[781] 762-3203
	Bill Durning, Foreman	[781] 762-3203
Sewer & Water Billing	Donna LeRoy	[781] 762-5180
Town Engineer	Mark Ryan	[781] 762-1240 x-161
Civic Center/Recreation Dept.	Gerry Miller	[781] 762-0466
School Dept. Administration	Savage Center-275 Prospect St.	[781] 762-6804
Voter Registration	Clerks office-Town Hall	[781] 762-1240 x-152
Morrill Memorial Library	33 Walpole Street	[781] 769-0200
Treasurer/Tax Collector	Robert Maguire	[781] 762-1240 x-111
Assessor's Office	Paul Wanacek	[781] 762-1240 x-141
Senior Center	Savage Center-275 Prospect St.	[781] 762-1201
Rubbish Collection	D.P.W.	[781] 762-1413
Police Dept.	Business Line	[781] 762-6888
Fire Dept.	Business Line	[781] 762-0080
Wiring Inspector	Tim Fruci	[781] 762-1240 x-204
Plumbing Inspector	Ed Forsberg	[781] 762-1240 x-201
Local Cable/Internet Access	Municipal Light Dept.	[781] 948-1150



INSPECTION SEQUENCE

- [1] **EXCAVATION INSPECTION:** Before you pour the foundation call for an excavation inspection. After the excavation is approved, the footing and/or foundation may be poured.
- [2] **FOUNDATION INSPECTION:** Before you backfill around the foundation call for an inspection of the foundation and the waterproofing. Check your building card to confirm the inspection has been done and the work approved.

If a trench has been dug for wiring, the Wiring Inspector is required to inspect this trench *before* filling in the trench. Your licensed electrician is required to call for this inspection. Check your building card to confirm the inspection has been done and the work approved.

- [3] **ANY CONSTRUCTION OCCURRING ON SITE** for example, a farmers porch, deck, etc. **IS REQUIRED TO HAVE A FOOTING INSPECTION, A ROUGH FRAMING INSPECTION AND A FINAL INSPECTION.** The same holds true for any wiring, etc., done outside the original box.
- [4] Although prefabricated or modular homes are delivered pre-wired, pre-plumbed and framed the final connections of all fixtures/appliances and other appurtenances are required to be inspected by the Wiring Inspector, the Plumbing and Gas Inspector and the Building Inspector – as applicable.
- [5] The Fire Prevention Officer shall be called by the building contractor when your smoke detectors have been installed. He will make an on site inspection to confirm that the smoke detectors are properly located and function as designed. Check your building card to confirm that the inspection has been done and the work approved.
- [6] Following the successful inspection and approval of all other construction disciplines – the Building Inspector will be the last person in the inspection process to do a final inspection. If the Building Inspector determines that all construction meets code, you will then receive a certificate of occupancy. No occupancy or use of your modular home can occur until a certificate of occupancy is in your possession.