



Town of Norfolk

Residential Building Permit Types and Required Submittal Documents

Based on the Building Permit Type that you are planning to apply for, please use the chart below to determine the submittal documents that you will be required to include with your application.

| Types of Submittal Documents | Residential Building Permit Types | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|-----------------------------------|------------------|---------------------|---------------------|------|------------|---------------------|--------------------|-------------------|-------------------------|----------------------------|---------------------|---------------|-------------------|--------------|-------|-------------------------|------------------|------|--------------------|-------|--------------|-------------------|------|--------------------|-----------------------|---|--|
| | Addition | Attic Alteration | Basement Alteration | Bathroom Alteration | Deck | Demolition | Exterior Alteration | Fences 7ft or Over | Fire Alarm System | Fire Suppression System | Insulation and Air Sealing | Interior Alteration | New Structure | New Windows/Doors | Pool/Hot Tub | Porch | Retaining Wall over 4ft | Roof Replacement | Shed | Siding Replacement | Signs | Solar Panels | Temporary Trailer | Tent | Window Replacement | Wood/Pellet/Gas Stove | | |
| Workers Comp Affidavit | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | |
| Building Plans with Specifications | R | R | R | R | R | O | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | |
| Plot Plan w/Septic Layout and Setbacks | R | | | | R | | | | | | | R | | | | | | | | | | | | | | | | |
| Debris Disposal | R | R | R | R | R | R | R | R | | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | | |
| Res Check or Prescriptive Energy Requirements | O | O | | | | | | | | | O | O | | | | | | | | | | | | | | | | |
| Shop Drawings with Stamped Calculations for Engineered Products | O | O | O | O | O | | O | | | | | | | | O | | | O | O | | | | | | O | O | | |
| Plot Plan with Fence Detail | | | | | | | | | | | | | | R | | | | | | | | | | | | | | |
| CSL/HIC License | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | | |
| Workers Comp Certificate* | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | | |
| Liability Insurance Certificate | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | | |
| Other Permit Documents | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | | |
| Signed Contract | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | | |
| Wall Firestopping Detail | | | O | | | | | | | | | | | | | | | | | | | | | | | | | |
| Hazmat Report | | | | | | O | | | | | | | | | | | | | | | | | | | | | | |
| Historical Application (Properties over 75 Years Old) | | | | | | O | | | | | | | | | | | | | | | | | | | | | | |
| Utility Shut Off | | | | | | O | | | | | | | | | | | | | | | | | | | | | | |
| Fire Suppression Narrative | | | | | | | | | | | | R | R | | | | | | | | | | | | | | | |
| Fire Suppression Plan | | | | | | | | | | | | R | R | | | | | | | | | | | | | | | |
| Initial Fire Protections Stamped Affidavit | | | | | | | | | | | | R | R | | | | | | | | | | | | | | | |
| Final Fire Protection Stamped Affidavit | | | | | | | | | | | | R | R | | | | | | | | | | | | | | | |
| Registered Professional Affidavit | O | | | | | | | | | | | | | | | | | | | | | O | | | | | | |
| Description of Work and Specifications | | | | | | | | | | | O | O | O | | | | | | | | | | | | | | | |
| HERS Report | | | | | | | | | | | | | | | | | | | | | | R | | | | | | |
| Blower Door/Duct Results | | | | | | | | | | | | | | | | | | | | | | O | | | | | | |
| Manufacturer Specs - U Value | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Manufacturer Specs | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Plan of Sign W/ Full Color Rendering | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Plot Plan Showing Location | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Third Party Documentation | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Flame Spread Specifications | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| Permit Fees: | |
|----------------------------|-----------------------|
| Addition | 100 Min/\$11 per 1000 |
| Attic Alteration | 100 Min/\$11 per 1000 |
| Basement Alteration | 100 Min/\$11 per 1000 |
| Bathroom Alteration | 100 Min/\$11 per 1000 |
| Deck | 100 Min/\$11 per 1000 |
| Demolition | 100 Min/\$11 per 1000 |
| Exterior Alteration | 100 Min/\$11 per 1000 |
| Fences 7ft or Over | 100 Min/\$11 per 1000 |
| Fire Alarm System | 100 Min/\$11 per 1000 |
| Fire Suppression System | 100 Min/\$11 per 1000 |
| Insulation and Air Sealing | 100 Min/\$11 per 1000 |
| Interior Alteration | 100 Min/\$11 per 1000 |
| New Structure | 100 Min/\$11 per 1000 |
| New Windows/Doors | 100 Min/\$11 per 1000 |
| Pool/Hot Tub | 100 Min/\$11 per 1000 |
| Porch | 100 Min/\$11 per 1000 |
| Retaining Wall over 4ft | 100 Min/\$11 per 1000 |
| Roof Replacement | \$100 |
| Shed | 100 Min/\$11 per 1000 |
| Siding Replacement | \$75 |
| Signs | \$75 |
| Solar Panels | 100 Min/10 Each Panel |
| Temporary Trailer | 100 Min/\$11 per 1000 |
| Tent | \$75 |
| Window/Door Replacement | \$75 |
| Wood/Pellet/Gas Stove | \$75 |

KEY:
 R- Required Submittal Document
 O- Optional Submittal Document/ Inspector may require upon application review.

***Please Note:** If you are pulling the permit as a contractor, Workers Compensation Insurance Certificate is required. If you are a homeowner, you will not require Workers Compensation Insurance Certificate.

Once you have acquired all the necessary documents for your permit, you may visit www.norfolk.ma.us/departments/building, and follow the prompts to the Online Permitting Portal. Should you have any additional questions, please call the Building Department at 508-528-5088.



Town of Norfolk

Commercial Building Permit Types and Required Submittal Documents

Based on the Building Permit Type that you are planning to apply for, please use the chart below to determine the submittal documents that you will be required to include with your application.

| Types of Submittal Documents | Commercial Building Permit Types | | | | | | | | | | | | | | | | | | | | | | | | |
|---|----------------------------------|------------------|---------------------|---------------------|------|------------|---------------------|--------------------|-------------------|-------------------------|----------------------------|---------------------|---------------|-------------------|--------------|-------------------------|------------------|--------------------|-------|--------------|--------------------------|------|-------|--------------------|-----------------------|
| | Additions | Attic Alteration | Basement Alteration | Change of Occupancy | Deck | Demolition | Exterior Alteration | Fences 7ft or Over | Fire Alarm System | Fire Suppression System | Insulation and Air Sealing | Interior Alteration | New Structure | New Windows/Doors | Pool/Hot Tub | Retaining Wall over 4ft | Roof Replacement | Siding Replacement | Signs | Solar Panels | Temporary Office Trailer | Tent | Tower | Window Replacement | Wood/Pellet/Gas Stove |
| Workers Comp Affidavit | R | R | R | | | | | | | | | | | | | | | | | | | | | | |
| Plot Plan w/Septic Layout and Setbacks | R | | | | | | | | | | | | | | | | | | | | | | | | |
| Debris Disposal | R | R | R | | | | | | | | | | | | | | | | | | | | | | |
| Com Check or Prescriptive Energy Requirements | O | O | O | | | | | | | | | | | | | | | | | | | | | | |
| Shop Drawings with Stamped Calculations for Engineered Products | O | O | O | | | | | | | | | | | | | | | | | | | | | | |
| Plot Plan with Fence Detail | | | | | | | | | | | | | | | | | | | | | | | | | |
| CSL License | R | R | R | | | | | | | | | | | | | | | | | | | | | | |
| Workers Comp Certificate | R | R | R | | | | | | | | | | | | | | | | | | | | | | |
| Liability Insurance Certificate | R | R | R | | | | | | | | | | | | | | | | | | | | | | |
| Other Permit Documents | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O |
| Signed Contract | O | O | O | | | | | | | | | | | | | | | | | | | | | | |
| Firestopping Detail | O | | | | | | | | | | | | | | | | | | | | | | | | |
| Hazmat Report | O | O | O | | | | | | | | | | | | | | | | | | | | | | |
| Historical Application (Properties over 75 Years Old) | | | | | | | | | | | | | | | | | | | | | | | | | |
| Utility Shut Off | | | | | | | | | | | | | | | | | | | | | | | | | |
| Fire Suppression Narrative | O | O | O | | | | | | | | | | | | | | | | | | | | | | |
| Fire Suppression Plan | O | O | O | | | | | | | | | | | | | | | | | | | | | | |
| Initial Fire Protections Stamped Affidavit | O | O | O | | | | | | | | | | | | | | | | | | | | | | |
| Final Fire Protection Stamped Affidavit | O | O | O | | | | | | | | | | | | | | | | | | | | | | |
| HERS Report | O | O | O | | | | | | | | | | | | | | | | | | | | | | |
| Blower Door/Duct Results | O | O | O | | | | | | | | | | | | | | | | | | | | | | |
| Manufacturer Specs - U Value | | | | | | | | | | | | | | | | | | | | | | | | | |
| Manufacturer Specs | | | | | | | | | | | | | | | | | | | | | | | | | |
| Plan of Sign W/ Full Color Rendering | | | | | | | | | | | | | | | | | | | | | | | | | |
| Plot Plan Showing Location | | | | | | | | | | | | | | | | | | | | | | | | | |
| Third Party Documentation | | | | | | | | | | | | | | | | | | | | | | | | | |
| Flame Spread Specifications | | | | | | | | | | | | | | | | | | | | | | | | | |
| Initial Architectural Stamped Affidavit | R | R | R | | | | | | | | | | | | | | | | | | | | | | |
| Initial Structural Stamped Affidavit | O | O | O | | | | | | | | | | | | | | | | | | | | | | |
| Initial Mechanical Stamped Affidavit | O | O | O | | | | | | | | | | | | | | | | | | | | | | |
| Initial Plumbing Stamped Affidavit | O | O | O | | | | | | | | | | | | | | | | | | | | | | |
| Initial Electrical Stamped Affidavit | O | O | O | | | | | | | | | | | | | | | | | | | | | | |
| Final Architectural Stamped Affidavit | O | O | O | | | | | | | | | | | | | | | | | | | | | | |
| Final Structural Stamped Affidavit | O | O | O | | | | | | | | | | | | | | | | | | | | | | |
| Final Mechanical Stamped Affidavit | O | O | O | | | | | | | | | | | | | | | | | | | | | | |
| Final Plumbing Stamped Affidavit | O | O | O | | | | | | | | | | | | | | | | | | | | | | |
| Final Electrical Stamped Affidavit | O | O | O | | | | | | | | | | | | | | | | | | | | | | |
| Required Inspections and Site Review Document | O | O | O | | | | | | | | | | | | | | | | | | | | | | |
| Approved Site Plan | R | | | | | | | | | | | | | | | | | | | | | | | | |
| Membrane Specifications | | | | | | | | | | | | | | | | | | | | | | | | | |
| Building Plans with Code Compliance Documents | R | R | R | R | R | | | | | | | | | | | | | | | | | | | | |
| Approved Septic Plan | R | O | O | O | | | | | | | | | | | | | | | | | | | | | |

| Permit Fees: | |
|----------------------------|-----------------------|
| Additions | 500 Min/\$13 per 1000 |
| Attic Alteration | 500 Min/\$13 per 1000 |
| Basement Alteration | 500 Min/\$13 per 1000 |
| Change of Occupancy | 100 Min/\$13 per 1000 |
| Deck | 500 Min/\$13 per 1000 |
| Demolition | 500 Min/\$13 per 1000 |
| Exterior Alteration | 500 Min/\$13 per 1000 |
| Fences 7ft or Over | 500 Min/\$13 per 1000 |
| Fire Alarm System | 500 Min/\$13 per 1000 |
| Fire Suppression System | 500 Min/\$13 per 1000 |
| Insulation and Air Sealing | 500 Min/\$13 per 1000 |
| Interior Alteration | 500 Min/\$13 per 1000 |
| New Structure | 500 Min/\$13 per 1000 |
| New Windows/Doors | 500 Min/\$13 per 1000 |
| Pool/Hot Tub | 500 Min/\$13 per 1000 |
| Retaining Wall over 4ft | 500 Min/\$13 per 1000 |
| Roof Replacement | 500 Min/\$13 per 1000 |
| Siding Replacement | 500 Min/\$13 per 1000 |
| Signs | \$100 |
| Solar Panels | 500 Min/\$13 per 1000 |
| Temporary Office Trailer | 500 Min/\$13 per 1000 |
| Tent | 500 Min/\$13 per 1000 |
| Tower | 500 Min/\$13 per 1000 |
| Window Replacement | 500 Min/\$13 per 1000 |
| Wood/Pellet/Gas Stove | 500 Min/\$13 per 1000 |

| KEY: | |
|---|--|
| R - Required Submittal Document | |
| O - Optional Submittal Document/ Inspector may require upon application review. | |

Once you have acquired all the necessary documents for your permit, you may visit www.norfolk.ma.us/departments/building, and follow the prompts to the Online Permitting Portal. Should you have any additional questions, please call the Building Department at 508-528-5088.



Town of Norfolk

Residential Electrical Permit Types and Required Submittal Documents

Based on the Building Permit Type that you are planning to apply for, please use the chart below to determine the submittal documents that you will be required to include with your application.

| Types of Submittal Documents | Residential Electrical Permit Types | A/C-Heat/Cool Refrigeration Units | Additions/Renovations/Garages (2 Inspections) | Alarms - Fire/Burglar | Data Cable, Low Voltage, Cable, Telephone & Home Theater | Each Additional Inspection Required | Generators | HVAC Systems, Ductless Split (max 3 units) | Minimum Wiring Permit (1 Inspection) | Minimum Wiring Permit (2 Inspections) | New Dwelling w/ Overhead Service | New Dwelling w/ Underground Service | Permit Renewal | Pool/Hot Tub | Reinspection | Septic | Service Upgrade | Solar PV Installation | Solar PV Installation w/ Energy Storage | Sub-Panel | Temporary Service | Trailer | Trench Inspection | UFER Grounding | Wells |
|--|-------------------------------------|-----------------------------------|---|-----------------------|--|-------------------------------------|------------|--|--------------------------------------|---------------------------------------|----------------------------------|-------------------------------------|----------------|--------------|--------------|--------|-----------------|-----------------------|---|-----------|-------------------|---------|-------------------|----------------|-------|
| Workers Compensation Affidavit | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R |
| Liability Insurance Certificate | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R |
| Workers Compensation Insurance Certificate | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O |
| Meeting of Plans Required | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O |
| Specifications/Calculations | O | O | O | O | O | R | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O |
| Electrical Plans | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | R | R | O | O | O | O | O | O | O |
| Other Permit Documents | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | R | R | O | O | O | O | O | O | O |
| Signed Contract | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | R | R | O | O | O | O | O | O | O |
| Engineering Documents | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | R | R | O | O | O | O | O | O | O |
| One-Line Diagram | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | R | R | O | O | O | O | O | O | O |
| Certificate of Completion | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | R | R | O | O | O | O | O | O | O |
| Manufacturer Specifications and Instructions | O | O | O | O | O | R | O | O | O | O | O | O | O | O | O | O | R | R | O | O | O | O | O | O | O |

KEY:

- R- Required Submittal Document
- O- Optional Submittal Document/ Inspector may require upon application review.

Once you have acquired all the necessary documents for your permit, you may visit www.norfolk.ma.us/departments/building, and follow the prompts to the Online Permitting Portal. Should you have any additional questions, please call the Building Department at 508-528-5088.

Permit Fees:

| | |
|---|-------|
| A/C-Heat/Cool Refrigeration Units | \$100 |
| Additions/Renovations/Garages (2 Inspections) | \$100 |
| Alarms - Fire/Burglar | \$100 |
| Data Cable, Low Volt., Cable, Telephone, Home The | \$100 |
| Each Additional Inspection Required | \$50 |
| Generators | \$150 |
| HVAC Systems, Ductless Split (max 3 units) | \$50 |
| Minimum Wiring Permit (1 Inspection) | \$50 |
| Minimum Wiring Permit (2 Inspections) | \$100 |
| New Dwelling w/ Overhead Service | \$200 |
| New Dwelling w/ Underground Service | \$200 |
| Permit Renewal | \$75 |
| Pool/Hot Tub | \$200 |
| Reinspection | \$75 |
| Septic | \$100 |
| Service Upgrade | \$100 |
| Solar PV Installation | \$150 |
| Solar PV Installation w/ Energy Storage | \$200 |
| Sub-Panel | \$50 |
| Temporary Service | \$50 |
| Trailer | \$50 |
| Trench Inspection | \$50 |
| UFER Grounding | \$50 |
| Wells | \$100 |



Town of Norfolk

Commercial Electrical Permit Types and Required Submittal Documents

Based on the Building Permit Type that you are planning to apply for, please use the chart below to determine the submittal documents that you will be required to include with your application.

| Types of Submittal Documents | Commercial Electrical Permit Types | | | | | | | | | | | | | | | | | | | |
|--|------------------------------------|-----------------------|---------------------------|----------------------------------|---------------------|---|-------------------------------------|------------|----------------------------------|---------------|--------------|--------------|--------|-----------------|----------|--------------------|-----------|-------------------|---------|-------|
| | A/C-Heat/Cool Refrigeration Units | Alarms - Fire/Burglar | Annual Permit/Maintenance | Carnivals, Fairs, Circuses, Etc. | Communication Tower | Data Cable, Low Volt., Cable, Telephone, Home Theater | Each Additional Inspection Required | Generators | Interior or Exterior Alterations | New Structure | Pool/Hot Tub | Reinspection | Septic | Service Upgrade | Services | Solar Installation | Sub-Panel | Temporary Service | Trailer | Wells |
| Workers Compensation Affidavit | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R |
| Liability Insurance Certificate | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R |
| Workers Compensation Insurance Certificate | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O |
| Meeting of Plans Required | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O |
| Specifications/Calculations | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | R | O | O | O | O |
| Electrical Plans | O | O | O | O | R | O | O | O | O | O | O | O | O | O | O | R | O | O | O | O |
| Other Permit Documents | O | O | O | O | O | O | O | O | O | O | O | O | O | O | R | O | O | O | O | O |
| Signed Contract | O | O | O | O | O | O | O | O | O | O | O | O | O | O | R | O | O | O | O | O |
| Engineering Documents | O | O | O | O | R | O | O | O | O | O | O | O | O | O | R | O | O | O | O | O |
| One-Line Diagram | O | O | O | O | O | O | O | O | O | O | O | O | O | O | R | O | O | O | O | O |
| Certificate of Completion | O | O | O | O | O | O | O | O | O | O | O | O | O | O | R | O | O | O | O | O |
| Manufacturer Specifications and Instructions | O | O | O | O | O | O | R | O | O | O | O | O | O | O | R | O | O | O | O | O |

KEY:

- R- Required Submittal Document
- O- Optional Submittal Document/ Inspector may require upon application review.

Once you have acquired all the necessary documents for your permit, you may visit www.norfolk.ma.us/departments/building, and follow the prompts to the Online Permitting Portal. Should you have any additional questions, please call the Building Department at 508-528-5088.

Permit Fees:

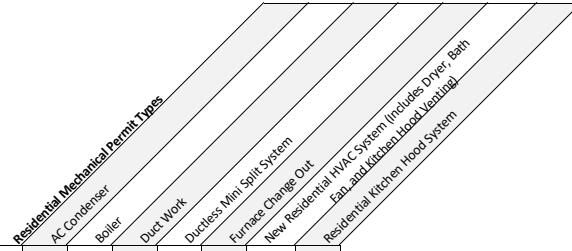
| | |
|---|--------------------------------|
| A/C-Heat/Cool Refrigeration Units | \$150 Minimum / 2% of Contract |
| Alarms - Fire/Burglar | \$150 Minimum / 2% of Contract |
| Annual Permit/Maintenance | \$150 Minimum / 2% of Contract |
| Carnivals, Fairs, Circuses, Etc. | \$150 Minimum / 2% of Contract |
| Communication Tower | \$150 Minimum / 2% of Contract |
| Data Cable, Low Volt., Cable, Telephone, Home Theater | \$150 Minimum / 2% of Contract |
| Each Additional Inspection Required | |
| Generators | \$150 Minimum / 2% of Contract |
| Interior or Exterior Alterations | \$150 Minimum / 2% of Contract |
| New Structure | \$150 Minimum / 2% of Contract |
| Pool/Hot Tub | \$150 Minimum / 2% of Contract |
| Reinspection | \$75 Minimum / 2% of Contract |
| Septic | \$150 Minimum / 2% of Contract |
| Service Upgrade | \$150 Minimum / 2% of Contract |
| Services | \$150 Minimum / 2% of Contract |
| Solar Installation | \$150 Minimum / 2% of Contract |
| Sub-Panel | \$150 Minimum / 2% of Contract |
| Temporary Service | \$150 Minimum / 2% of Contract |
| Trailer | \$150 Minimum / 2% of Contract |
| Wells | \$150 Minimum / 2% of Contract |



Town of Norfolk

Residential Mechanical Permit Types and Required Submittal Documents

Based on the Building Permit Type that you are planning to apply for, please use the chart below to determine the submittal documents that you will be required to include with your application.



Types of Submittal Documents

| | | | | | | | | |
|--|---|---|---|---|---|---|---|---|
| Workers Compensation Affidavit | R | R | R | R | R | R | R | R |
| Liability Insurance Certificate | R | R | R | R | R | R | R | R |
| Workers Compensation Insurance Certificate | R | R | R | R | R | R | R | R |
| Manual J | | | R | R | | | R | |
| Manual D | | | R | | | | R | |
| Manual S | | | R | | | | R | |
| Specifications | R | R | | R | R | R | R | R |
| License | R | R | R | R | R | R | R | R |
| Floor Plans | O | O | O | O | O | O | O | O |
| Other Permit Documents | O | O | O | O | O | O | O | O |

KEY:

R- Required Submittal Document
 O- Optional Submittal Document/ Inspector may require upon application review.

Once you have acquired all the necessary documents for your permit, you may visit www.norfolk.ma.us/departments/building, and follow the prompts to the Online Permitting Portal. Should you have any additional questions, please call the Building Department at 508-528-5088.

Permit Fees:

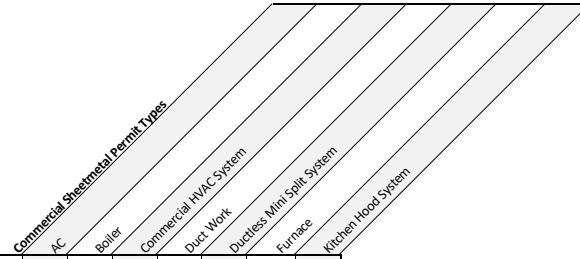
| | |
|--------------------------------|-------|
| AC Condenser | \$100 |
| Duct Work | \$100 |
| Ductless Mini Split System | \$150 |
| Furnace/Air Handler Change Out | \$100 |
| Residential HVAC System | \$250 |
| ERV/HRV Ventilation System | \$100 |
| Kitchen Hood/Exhaust Duct Work | \$75 |



Town of Norfolk

Commercial Sheetmetal Permit Types and Required Submittal Documents

Based on the Building Permit Type that you are planning to apply for, please use the chart below to determine the submittal documents that you will be required to include with your application.



Types of Submittal Documents

| Types of Submittal Documents | AC | Boiler | Commercial HVAC System | Duct Work | Ductless Mini Split System | Furnace | Kitchen Hood System |
|---|----|--------|------------------------|-----------|----------------------------|---------|---------------------|
| Workers Compensation Affidavit | R | R | R | R | R | R | R |
| Liability Insurance Certificate | R | R | R | R | R | R | R |
| Workers Compensation Insurance Certificate | R | R | R | R | R | R | R |
| Manual J | | | | | | | |
| Manual D | | | | | | | |
| Manual S | | | | | | | |
| Specifications | | R | | | R | O | R |
| Sheetmetal License | R | R | R | R | R | R | R |
| Floor Plans | R | R | R | R | R | R | R |
| Engineer Affidavit | R | R | R | R | R | R | R |
| Other Permit Documents | O | O | O | O | O | O | O |
| Stamped Engineer Plan with Code Reference Narrative | R | R | R | R | R | R | R |

KEY:

- R - Required Submittal Document
- O - Optional Submittal Document/ Inspector may require upon application review.

Once you have acquired all the necessary documents for your permit, you may visit www.norfolk.ma.us/departments/building, and follow the prompts to the Online Permitting Portal. Should you have any additional questions, please call the Building Department at 508-528-5088.

Permit Fees:

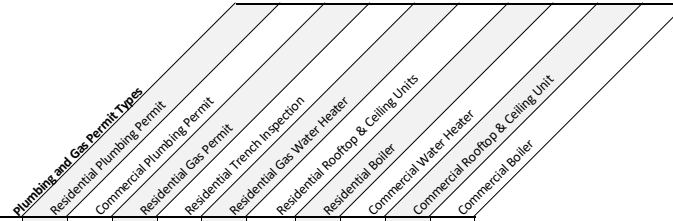
| | |
|----------------------------|------------------------------|
| AC | \$200 Minimum/2% of Contract |
| Boiler | \$200 Minimum/2% of Contract |
| Commercial HVAC System | \$200 Minimum/2% of Contract |
| Duct Work | \$200 Minimum/2% of Contract |
| Ductless Mini Split System | \$200 Minimum/2% of Contract |
| Furnace | \$200 Minimum/2% of Contract |
| Kitchen Hood System | \$200 Minimum/2% of Contract |



Town of Norfolk

Plumbing and Gas Permit Types and Required Submittal Documents

Based on the Building Permit Type that you are planning to apply for, please use the chart below to determine the submittal documents that you will be required to include with your application.



Types of Submittal Documents

| | | | | | | | | | | | |
|--|---|---|---|---|---|---|---|---|---|---|---|
| Workers Compensation Affidavit | R | R | R | R | R | R | R | R | R | R | R |
| Liability Insurance Certificate | R | R | R | R | R | R | R | R | R | R | R |
| Workers Compensation Insurance Certificate | R | R | R | R | R | R | R | R | R | R | R |
| Plumbing/Gas License | R | R | R | R | R | R | R | R | R | R | R |
| Other Permit Documents | O | O | O | O | O | O | O | O | O | O | O |

KEY:

R- Required Submittal Document
 O- Optional Submittal Document/ Inspector may require upon application review.

Once you have acquired all the necessary documents for your permit, you may visit www.norfolk.ma.us/departments/building, and follow the prompts to the Online Permitting Portal. Should you have any additional questions, please call the Building Department at 508-528-5088.

Residential Permit Fees:

| | |
|--|---------------|
| Residential Plumbing Permit | \$100 Minimum |
| Residential Plumbing - Each Additional Fixture | \$10 Each |
| Residential Plumbing Reinspection | \$75 |
| Residential Gas Permit | \$100 Minimum |
| Residential Gas - Each Additional Fixture | \$10 Each |
| Residential Gas Reinspection | \$75 |
| Residential Gas Water Heater | \$100 |
| Residential Rooftop & Ceiling Units | \$100 |
| Residential Boiler | \$100 |

Commercial Permit Fees:

| | |
|---|---------------|
| Commercial Plumbing Permit | \$200 Minimum |
| Commercial Plumbing - Each Additional Fixture | \$30 Each |
| Commercial Plumbing Reinspection | \$75 |
| Commercial Gas Permit | \$200 Minimum |
| Commercial Gas - Each Additional Fixture | \$30 Each |
| Commercial Gas Reinspection | \$75 |
| Commercial Water Heater | \$200 |
| Commercial Rooftop & Ceiling Unit | \$200 |
| Commercial Boiler | \$200 |