



## Building Department

TOWN HALL • 525 WASHINGTON STREET • WELLESLEY, MA 02482-5992  
781-431-1019 ext. 2220 Fax 781-283-5724

<b>Michael T. Grant</b>	Inspector of Buildings / Zoning Enforcement Officer / Public Safety Officer	Direct: 781-283-7452
<b>Socrates Sirafos</b>	Local Building Inspector	Direct: 781-283-7455
<b>Alan Walker</b>	Local Building Inspector	Direct: 781-283-7453
<b>Kevin Saaristo</b>	Local Building Inspector	Direct: 781-283-7457
<b>Michael R. Sweeney</b>	Electrical Inspector	Direct: 781-489-7454
Local Plumbing Inspector	Plumbing/Gas Inspector	Direct: 781-489-7456

## REQUIREMENTS FOR DEMOLITION PERMIT ISSUANCE

1. **Asbestos Affidavit** - Provide an affidavit from a certified Asbestos Inspector stating that the asbestos has been removed in accordance to MA D.E.P. regulations or no asbestos was present.
2. **Pest Extermination** – Submit a letter from a Certified Pest Control company or Wellesley Board of Health the property has been properly exterminated.
3. **Utility Disconnects** – Submit Form 1 (Attached) must be completed and signed off by the following depts:
  - Department of Public Works
  - Municipal Light Plant
  - Water and Sewer Division
4. **Application for Abandonment of Subsurface Sewage Disposal System** – Submit Form 2 (Attached) signed off by the Wellesley Board of Health.
5. **Gas Shut-off Letter** – Provide a letter from Gas Company (Eversource/National Grid) verifying either the gas has been shut off or no gas is present at the site.
6. **Notice to Adjoining Owners** – Submit Form 3 (Attached). Form 3 must be completed and returned with a copy of letter that was sent to the adjoining owners)
7. **Certified Plot Plan** – a certified plot plan must be submitted by a licensed land surveyor showing area, frontage and existing topography.
8. **Historical Review** - If the building has historical significance, contact appropriate persons for their review.
  - a. **Historical District Commission**.- If property is within a town historical district
  - b. **Planning Department** – Demo Review determination if property built prior to 1950
9. **Tree By-Law** – Compliance with Town of Wellesley Tree Zoning By-Law (Section XVIE)
10. **Homeowner Authorization Form** – Submit Form 4 (Attached) – BLD.004 Homeowner Authorization Form
11. **Removal of Oil Tanks** – Applicants shall obtain an additional permit through the Wellesley Fire Department.
12. **Applying for Demo Permit** – Online Permitting via Viewpoint Cloud.

**Viewpoint Cloud:** Online Permitting System:  
LINK: <https://wellesleyma.viewpointcloud.com>

**Town of Wellesley, MA**

**Homepage <https://wellesleyma.gov> / Government / Building / Apply for an Online Permit**

TOWN OF WELLESLEY



MASSACHUSETTS

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**FORM 1**  
**UTILITY DISCONNECTS**

**Homeowner Name(s):** \_\_\_\_\_

**Property Address:** \_\_\_\_\_

**CONTRACTOR INFO**

Contractor Name: \_\_\_\_\_ CS Lic # \_\_\_\_\_

Address/City/State: \_\_\_\_\_

Phone: \_\_\_\_\_

This verifies that the following utilities having service connections within the above captioned building have been removed, and their respective service connections and appurtenant fixtures and equipment have been removed, sealed or capped in a safe manner.

**ELECTRIC:**

\_\_\_\_\_  
 Authorized Signature \_\_\_\_\_ Date: \_\_\_\_\_

**WATER:**

\_\_\_\_\_  
 Authorized Signature \_\_\_\_\_ Date: \_\_\_\_\_

**SEWER:**

\_\_\_\_\_  
 Authorized Signature \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
 HOMEOWNER SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**Wellesley Health Department 781-235-0135**  
**APPLICATION FOR ABANDONMENT OF SUBSURFACE**  
**SEWAGE DISPOSAL SYSTEM**

**Date:** \_\_\_\_\_

**Name of Property Owner** \_\_\_\_\_

**Street Address where system is located:** \_\_\_\_\_

**Owner's Agent** \_\_\_\_\_

**Agent's Telephone number** \_\_\_\_\_

**Explain the reason(s) abandonment is necessary, and where connection to municipal or private sanitary sewer will be or has been made:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Abandonment of the system requires the following 2 inspections and signoffs from an agent of the Wellesley Health Department:**

1. The cesspool/septic tank must be pumped of its entire contents by a licensed septic hauler permitted to operate in the Town of Wellesley. The Health Agent must be able to view the cesspool/septic tank after it has been pumped.

**Date of Inspection:** \_\_\_\_\_

**Signoff by Health Agent** \_\_\_\_\_

2. The tank shall be excavated and removed from the site, or the bottom of the tank shall be opened or ruptured after being pumped of its contents so as to prevent retainage of water and the tank shall be completely filled with clean sand, gravel, or stone. The cesspool may be crushed in place and filled with clean sand, gravel or stone.

**Date of Inspection:** \_\_\_\_\_

**Signoff by Health Agent** \_\_\_\_\_

3. Despite the prior two directions, if a cesspool or septic tank or portion of a leaching area is within the proposed footprint of the new building or closer than twenty feet of the full foundation or ten feet from a slab foundation all the structures and contaminated material must be removed and relocated.

**Please contact the Health Department to schedule the dates of inspection.**

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**PER 780 CMR 112.0 DEMOLITION OF STRUCTURES**

**STATE BOARD OF BUILDING REGULATIONS AND STANDARDS**

**“112.2 NOTICE TO ADJOINING OWNERS: ONLY WHEN WRITTEN**  
NOTICE HAS BEEN GIVEN BY THE APPLICANT TO THE OWNERS OF  
ADJOINING LOTS AND TO THE OWNERS OF WIRED OR OTHER  
FACILITIES, OF WHICH THE TEMPORARY REMOVAL IS  
NECESSITATED BY THE PROPOSED WORK, SHALL A PERMIT BE  
BE GRANTED FOR THE REMOVAL OF A BUILDING OR STRUCTURE.

provisions of 780 CMR in case of any false statement or misrepresentation of fact in the application or on the plans on which the permit or approval was based.

**111.13 Approval in part:** The building official may issue a permit for the construction of foundations or any other part of a *building or structure* before the construction documents for the whole *building or structure* have been submitted, provided that adequate information and detailed statements have been filed complying with all of the pertinent requirements of 780 CMR. Work shall be limited to that work approved by the partial approval and further work shall proceed only when the building permit is amended in accordance with 780 CMR 110.13. The holder of such permit for the foundation or other parts of a *building or structure* shall proceed at the holder's own risk with the building operation and without assurance that a permit for the entire *building or structure* will be granted.

**111.14 Posting of permit:** A true copy of the building permit shall be kept on the site of operations, open to public inspection during the entire time of prosecution of the work and until the completion of the same.

**111.15 Notice of start:** At least 24-hour notice of start of work under a building permit shall be given to the building official.

#### 780 CMR 112.0 DEMOLITION OF STRUCTURES

**112.1 Service connections:** Before a *building or structure* is demolished or removed, the owner or agent shall notify all utilities having service connections within the *structure* such as water, electric, gas, sewer and other connections. A permit to demolish or remove a *building or structure* shall not be issued until a release is obtained from the utilities, stating that their respective service connections and appurtenant equipment, such as meters and regulators, have been removed or sealed and plugged in a safe manner.

All debris shall be disposed of in accordance with 780 CMR 111.5.

**112.2 Notice to adjoining owners:** Only when written notice has been given by the applicant to the owners of adjoining *lots* and to the owners of wired or other facilities, of which the temporary removal is necessitated by the proposed work, shall a permit be granted for the removal of a *building or structure*.

**112.3 Lot regulation:** Whenever a *building or structure* is demolished or removed, the *premises* shall be maintained free from all unsafe or hazardous conditions by the proper regulation of the *lot*, restoration of established grades and the erection of

the necessary *retaining walls* and fences in accordance with the provisions of 780 CMR 33.

#### 780 CMR 113.0 CONDITIONS OF PERMIT

**113.1 Payment of fees:** A permit shall not be issued until the fees prescribed in 780 CMR 114.0 have been paid.

**113.2 Compliance with code:** The permit shall be a license to proceed with the work and shall not be construed as authority to violate, cancel or set aside any of the provisions of 780 CMR or any other law or regulation, except as specifically stipulated by modification or legally granted variation as described in the application.

**113.3 Compliance with permit:** All work shall conform to the approved application and the approved construction documents for which the permit has been issued and any approved amendments to the approved application or the approved construction documents.

**113.4 Compliance with site plan:** All new work shall be located strictly in accordance with the approved site plan.

#### 780 CMR 114.0 FEES

**114.1 General:** A permit to begin work for new construction, alteration, removal, demolition or other building operation shall not be issued until the fees prescribed in 780 CMR 114.0 shall have been paid to the department of building inspection or other authorized agency of the jurisdiction, nor shall an amendment to a permit necessitating an additional fee be approved until the additional fee has been paid.

**114.2 Special fees:** The payment of the fee for the construction, alteration, removal or demolition for all work done in connection with or concurrently with the work contemplated by a building permit shall not relieve the applicant or holder of the permit from the payment of other fees that are prescribed by law or ordinance for water taps, sewer connections, electrical permits, erection of *signs* and display structures, *marquees* or other *appurtenant structures*, or fees of inspections, certificates of *occupancy* or other privileges or requirements, both within and without the jurisdiction of the department of building inspection.

**114.3 New construction and alterations:** The fees for plan examination, building permit and inspections shall be as prescribed in 780 CMR 114.3.1 and the building official is authorized to establish by approved rules a schedule of unit rates for *buildings and structures* of all *use groups* and types of construction as classified and defined in 780 CMR 1, 3 and 6.

**PER 780 CMR 112.0 DEMOLITION OF STRUCTURES**  
**STATE BOARD OF BUILDING REGULATIONS AND STANDARDS**  
**112.2 NOTICE TO ADJOINING OWNERS:**

**THE FOLLOWING ADJOINING OWNERS HAVE BEEN NOTIFIED  
OF DEMOLITION OF STRUCTURE LOCATED AT \_\_\_\_\_**

<u>Name</u>	<u>Address</u>
1.	
2.	
3.	
4.	
5.	

**Signature of Applicant \_\_\_\_\_**

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## **HOMEOWNER AUTHORIZATION FORM**

**Homeowner Name(s):** \_\_\_\_\_

**Property Address:** \_\_\_\_\_

This letter is to inform you that I give permission to [CSL License Name] \_\_\_\_\_ of

[Company Name] \_\_\_\_\_ to apply for a construction permit at my home

located at address listed above.

Construction work to begin starting [Date] \_\_\_\_\_

**Description of Work:**

### **CONTRACTOR INFO**

Contractor Name: \_\_\_\_\_ CS Lic # \_\_\_\_\_

Address/City/State: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Additional Documents Required:**

- Copy of Contractor's Construction Supervisor License
- Copy of Contractor's Certificate of Insurance (Insurance Binder)

\_\_\_\_\_

**HOMEOWNER SIGNATURE:** \_\_\_\_\_

DATE: \_\_\_\_\_