



# 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
Building Plans with Specifications	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
Plot Plan w/Septic Layout and Setbacks	R				R			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
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										O				
Description of Work and Specifications												O	O	O												
HERS Report																										
Blower Door/Duct Results																										
Manufacturer Specs - U Value																R										
Manufacturer Specs																R										
Plan of Sign W/ Full Color Rendering																	O	O	O			R				
Plot Plan Showing Location																				R		R				
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/\$45.92/sqft
Siding Replacement	\$75
Signs	\$75
Solar Panels	100 Min/10 Each Panel
Temporary Trailer	100 Min/\$11 per 1000
Tent	\$75
Window 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](http://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	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	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	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	O	O	O																			
Final Structural Stamped Affidavit	O	O	O	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	O	O	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	500 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](http://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 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 Voltage, 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	R	O	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	O	R	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.

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#### Permit Fees:

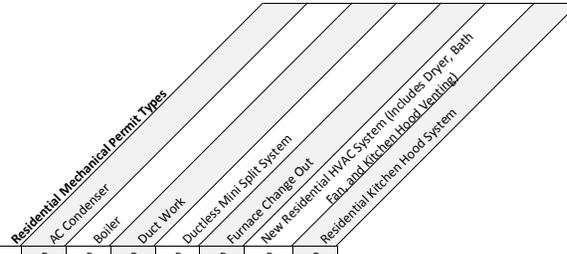
A/C-Heat/Cool Refrigeration Units	\$150 Minimum / 2% of Contract
Alarms - Fire/Burglar	\$150 Minimum / 2% of Contract
Annual Permit/Maintenance	\$150 Minimum / 2% of Contract
Carnivals, Fairs, Circuses, Etc.	\$150 Minimum / 2% of Contract
Communication Tower	\$150 Minimum / 2% of Contract
Data Cable, Low Volt., Cable, Telephone, Home The	\$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

	AC Condenser	Boiler	Duct Work	Ductless Mini Split System	Furnace Change Out	New Residential HVAC System (Includes Dryer, Bath Fan, and Kitchen Hood Venting)	Residential 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			R	R		R	
Manual D			R			R	
Manual S			R			R	
Specifications	R	R		R	R	R	R
License	R	R	R	R	R	R	R
Floor Plans	O	O	O	O	O	O	O
Other Permit Documents	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](http://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:

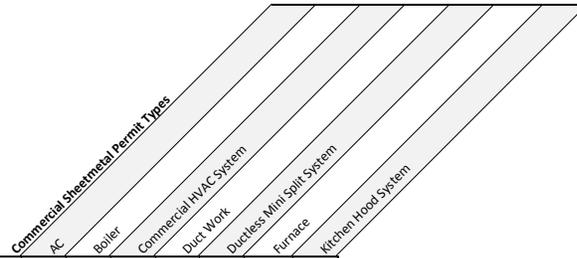
AC Condenser	\$100
Boiler	\$100
Duct Work	\$250
Ductless Mini Split System	\$150
Furnace Change Out	\$100
Residential HVAC System	\$250
Residential Kitchen Hood System	\$75



# 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

	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](http://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:

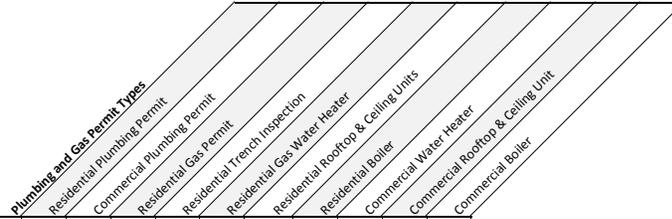
AC	\$100 Minimum / 2% of Contract
Boiler	\$100
Commercial HVAC System	\$200
Duct Work	\$100 Minimum / 2% of Contract
Ductless Mini Split System	\$150
Furnace	\$150
Kitchen Hood System	2% of Contract



# 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](http://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