

TOWN OF WESTPORT REQUIREMENTS FOR A NEW HOUSE APPLICATION/PERMIT

- Completed application permit obtained from the Westport Building Inspectors office
 - Must be completed in full/detail (do not put “see plans”), including a Total Project cost indicated on Page 3 and signed on Page 3
- Two sets of Plans – one set must be no larger than 11 & 17
 - If there are roof trusses on the new house, the plans must be stamped by an engineer
- **2015** Mass Res Checklist (Energy Report) – can be obtained from the insulation contractor or the company you purchased the insulation from. Be sure to provide ALL pages, not just the Summary Pages.
- Site Plan including Septic Layout & indicating if in a Flood Zone
- Construction Supervisor’s License & Home Improvement Registration
- Liability Insurance Certificate
- Workman’s Compensation Certificate

If the home is Modular, the permit must be applied for by someone with a valid Construction Supervisor’s License

Upon receipt of all the above items by the Building Inspector’s office, a Foundation Only permit will be issued once reviewed. Once the Foundation is in, the Building Inspector will do a final inspection and sign off on the Foundation Permit. Once this has been done, this office needs to receive a stamped As Built showing the Proposed and Actual Elevation. Only then, will the applicant be able to obtain the actual Building Permit.