



Town of West Newbury

Town Office Building - 381 Main Street
West Newbury, Massachusetts 01985

Single Family Dwelling

Check off List

Inspection Department

Completed **online** permit application
* Sign-off sheet with appropriate signatures
Electronic set of building plans
1-copy of site plan
Proof of lot recording with Registry of Deeds
Energy Compliance Report
Proposed Hers Rater
Dig Safe number

Board of Health

Copy of well report
Copy of VOC report
Copy of application for well and pump permit
Blue copy of well completion report
Approved septic design
Signature on sign-off sheet

Planning Board

Lot Release (if applicable)
Sign-off for ANR plan (if applicable)

Department of Public Works (DPW)

Driveway permit

Conservation Commission

Signature on sign-off sheet
Copy of Order of Conditions (if applicable)

Water Department

Copy of water service application from Water Department (Town water only)
Irrigation systems – Rain sensor By-Law – Backflow Prevention (required if Town water supply & strongly recommended if private water supply)

*NOTE: All the required information (with exclusion of the sign off sheet) can be attached and submitted electronically through Permit Link.

Renovations/additions

Inspection Department

Completed **online** permit application
*Sign-off sheet
Electronic sets of building plans
1-copy of site plan
Energy compliance
(if applicable)

Copy of signed contract
(if applicable)
Dig safe number
(1-888-344-7233)