



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	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	O	R	R	R	R	R	R	O	R	R	R	R	R	R	R	R	R	R	R	O	O
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
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	R			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															
HERS Report													O													
Blower Door/Duct Results																										
Manufacturer Specs - U Value														R											R	
Manufacturer Specs															R				O	O	O				R	
Plan of Sign W/ Full Color Rendering																										R
Plot Plan Showing Location																				R					R	
Third Party Documentation																										R
Flame Spread Specifications																										R

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						R	O																	
Debris Disposal		R	R	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				R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
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
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
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
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																					
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																					
Final Structural Stamped Affidavit		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																				
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.

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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	R	R	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	R	R	O	O	O	O	O	O	O	O	
Engineering Documents	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	R	R	O	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	R	R	O	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	R	R	O	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	R	R	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.

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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 Theater	\$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 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	O	R	O	O	O
Electrical Plans	O	O	O	O	O	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	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.

Residential Mechanical Permit Types	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
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Types of Submittal Documents

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.

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Should you have any additional questions, please call the Building Department at 508-528-5088.

Permit Fees:

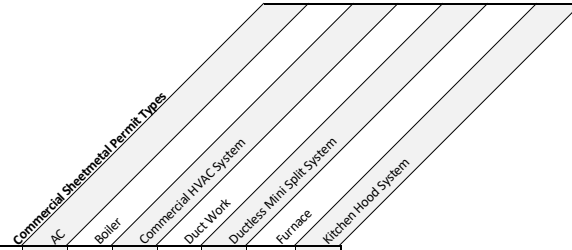
AC Condenser	\$100
Duct Work	\$100
Ductless Mini Split System	\$150
Furnace/Air Handler Change Out	\$100
Residential HVAC System	\$250
ERV/HRV Ventilation System	\$100
Kitchen Hood/Exhaust Duct Work	\$75
Residential HVAC System +ERV/HRV	\$325
Residential HVAC System +ERV/HRV+Kitchen Hood/Exhaust Duct Work	\$350



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.

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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.

Plumbing and Gas Permit Types											
Residential Plumbing Permit											
Commercial Plumbing Permit											
Residential Gas Permit											
Residential Trench Inspection											
Residential Gas Water Heater											
Residential Rooftop & Ceiling Units											
Commercial Water Heater											
Commercial Rooftop & Ceiling Unit											
Commercial Boiler											

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