

WHAT THE GROUP LOOKS FOR

Office of the Building Commissioner

The Office of the Building Department stands ready to meet with you at any time, including at the idea stage of your project to map out a course of action. This will include laying out options for you to choose from. We will also help provide you with a permitting path so your Town Hall experience is as smooth as possible.

The Building Department will offer zoning advice, public safety advice, Cape Cod Commission information, construction advice, and handicapped access information and advice. Since many of these areas have the ability to drastically alter the scope of your project, it is important that you make your first visit to this office.

The Building Department is located at 16 Great Neck Road North, Mashpee. Please call for an appointment 508-539-1400 extension 556.

The Site Plan shall include one or more appropriately scaled maps or drawings of the property, drawn to an engineers scale, clearly and accurately indicating such elements of the following information as are pertinent to the development activity proposed.

- 1) Assessor's Map and Parcel number and address of the property.
- 2) Name, address and telephone number of the property.
- 3) Name and address and phone number of the developer, contractor, engineer, other design professional and agent or legal representative.
- 4) Complete property dimensions, area and zoning classification of the property.
- 5) Existing and proposed topographical contours of the property taken at (2') contour intervals by a registered engineer or registered land surveyor.
- 6) The nature, location and size of all significant existing natural land features, including, but not limited to, tree, shrub, or bush masses, all individual trees over ten inches (10") in caliper, grassed areas, large surface rock in excess of six feet (6') in diameter and soil features.
- 7) Location of all wetlands or waterbodies on the property and within one hundred fifty feet (150') of the perimeter of the development activity.
- 8) The location, grade and dimensions of all present and/or proposed streets, ways and easements and any other paved surface.

- 9) Engineering cross-sections of proposed new curbs and pavements, and vision triangles measured in feet from any proposed curb cut along the street on which access is proposed.
- 10) Location, height, elevation, interior and exterior dimensions and uses of all buildings or structures, both proposed and existing: location, number and area of floors, number and type of dwelling units: location of emergency exits, retaining walls, existing and proposed signs.
- 11) Location of all existing and proposed utilities and storage facilities including sewer connections, septic systems and any other storage tanks, noting applicable approvals if received.
- 12) Proposed surface treatment of paved areas and the location and design of drainage systems with drainage calculations prepared by a registered civil engineer.
- 13) Complete parking and traffic circulation plan (if applicable) showing location and dimensions of parking stalls, dividers, bumper stops, required buffer areas and planting beds.
- 14) Lighting plan showing the location, direction and intensity of existing and proposed external light fixtures.
- 15) A landscaping plan showing the location, name, number and size of plant types, and the locations and elevation and/or height of planting beds, fences, walls steps and paths.
- 16) A location map or other drawing at appropriate scale showing the general location and relation of the property to surrounding areas including, where relevant, the zoning and land use pattern of adjacent properties, the existing street system in the area and location of nearby public facilities.
- 17) Location of site with regard to the Zones of Contribution.
- 18) Location of site with regard to Flood Areas.
- 19) Location of site with regard to Areas of Critical Environmental Concern as designated by the Commonwealth of Massachusetts, Executive Office of Environmental Affairs.

Additional information may be required by the Building Commissioner or his designee, as reasonably necessary, to make determinations.

The Plan Review Process:

Once you decide to locate in Mashpee, you should visit the Building Commissioner's office to discuss the permitting steps. This first meeting is necessary to acquaint you with the process and discuss the visits you may be facing before other Town departments and/or non-Town groups such as the Cape Cod Commission.

While most business plans do not trigger the need for this outside review, it is possibility for the largest projects and, if applicable, will be discussed here. This step is not unique to Mashpee, and if your business scope is large enough to require Cape Cod Commission review, it would do so anywhere on the Cape. If Commission review is required of your project, local review may cease you can be assured that we will stay involved with your project through that process until you are finished and return to the Town to resume the Plan Review Process.

The initial visit to the Building Commissioner's office will usually involve an informal discussion between yourself and the Building Commissioner as to the locations you have in mind, the scope of your project or modification, and what steps you will need to go through. In many instances, small changes or modifications to an existing building can be handled informally and without a great expense to you. If your project fits into this category, it is quite possible to go through Plan Review and be ready for a building permit within a few weeks. As an applicant, you are encouraged to have all your intentions finalized for this initial meeting so the Building Commissioner has all the information at his fingertips in order to be better able to guide you.

The Plan Review Process in Mashpee is a unique process that is administrative in nature and handled during the day at the Town Hall. Unlike other towns where Plan Review is handled in formal night meeting over several months due to continuances and delays, the Mashpee process is both efficient and effective, and best of all it takes a fraction of the time.

If the result of your initial meeting with the Building Commissioner is that you must go in front of the Plan Review committee, you will be briefed as to whether it will be an informal meeting or a formal meeting. Informal meetings can be expected when the scope of the project is minor in nature such as a minor use change with very little exterior work, a reconfiguration of a parking area. If your plan is considered minor, you may be asked to bring in very little as far as the lot information is concerned (possibly only a surveyor's site plan). You would come in and informally tell the group what your plan is. Suggestions would be given and, if all are in agreement, you would probably be finished and either be ready for a building permit, or a license.

If the Building Commissioner determines that your project should go through the review process, in order to help expedite the process please have the following information available prior to your first meeting. Any questions pertaining to the following contact the Deputy Fire Chief.

The Mashpee Fire and Rescue Department follow the current building and fire codes applicable to each occupancy. See 780 CMR 9. In addition, the town has accepted the following legislation: MGL 148 Section, 26G (Fire sprinklers in all non- residential buildings 7,500 square feet or greater); H (Fire sprinklers in Lodging or Boarding Houses); I (Fire sprinklers in all residential buildings greater than 3 units).

The following must also be addressed: The Code of the Town of Mashpee sections: 47-3 also requires any residential structure of greater than 1 (one) family unit to install and maintain a building wide fire alarm system that transmits to a central receiving station. Section 174-32 - All structures must be within 150 feet of an approved roadway as defined by this section.

If your proposal is somewhat larger in scope, such as a new building or a major change of use or an addition to an existing building, you will be asked to present engineered plans and come in before the group to propose your plan. Comments and suggestions will be given both before and during your meeting. In some cases, revisions are necessary. In the end, you will walk away with either the support of the group for a building permit or a Zoning Board of Appeals Special Permit or Variance. In some cases, a referral to the Cape Cod Commission would happen at this point, but only on the biggest projects.

Generally, the process in Mashpee is handled in a professional and expeditious manner. The average time an applicant is involved with Plan Review is three weeks as opposed to three months in other towns. In most cases, if your proposal needs Zoning Board action in addition to Plan Review, both applications can be filed simultaneously resulting in an overall time frame this is streamlined and efficient.