



**Town of Savoy
Massachusetts 01256**

720 Main Road
Telephone: 413-743-4290
Fax: 413-743-4292
Email: sbadmin@townofsavoy.com
Website: TownofSavoy.com

BUILDING IN SAVOY

OWN PROPERTY DEED

BOOK _____ PAGE _____ MAP _____ PARCEL _____ LOT _____

1. 3 ACRES OR MORE FOR NEW HOMES ONLY (ZBA 5.1.1)
2. 150' FRONTAGE OR MORE FOR NEW HOMES ONLY (ZBA 5.1.2)
3. PASSED PERC TESTING (TITLE 5 LAWS) BY THE BOARD OF HEALTH AGENT
4. BEFORE INSTALLING DRIVEWAY CONTACT HIGHWAY SUPINTENDENT
5. ADDITIONS TO EXISTING BUILDINGS, SHEDS, BARNs, AND/OR OTHERS
6. SIDES AND REAR YARDS 20FT FROM PROPERTY LINES. 30FT FRONT SET BACK FROM THE CENTER OF THE ROAD (ZBA 5.1.3)
7. ZONING BOARD TOWN BY-LAWS CAN BE FOUND ONLINE AT: www.townofsavoy.com
8. BUILDING APPLICATION -ONLINE PERMITTING SYSTEM- CONTACT BUILDING INSPECTOR FOR FEE SCHEDULE
9. FEE FOR BUILDING APPLICATION IN THE FORM OF CHECK OR MONEY ORDER MADE OUT TO: TOWN OF SAVOY
10. BUILDING INSPECTOR WILL ISSUE PERMIT

ALL NECESSARY SIGNATURES ARE REQUIRED ON THE BUILDING PERMIT TO OBTAIN A CERTIFICATE OF OCCUPANCY BEFORE MOVING IN AND LIVING. THE BUILDING INSPECTOR ISSUES THE CERTIFICATE OF OCCUPANCY.

Signatures Required for Building Permit Application

Please contact the Building Inspector for clarification on which signatures are required.

Applicants must obtain notice of compliance with Town regulations from boards listed below for building permits when applicable.

Applicant Address: _____ Date: _____

Owner: _____ Phone: _____

Email: _____

BUILDING INSPECTOR: Brian Duval PH: 413-446-8082 EMAIL: bduval@dalton-ma.gov

Initial Discussion: _____ Date: _____

BOARD OF HEALTH: Ed Fahey - Health Agent - Berkshire Public Health Alliance
PH: 413-442-1521 ext 60 EMAIL: efahey@berkshireplanning.org

The above site has BOH approved potable water and/or an approved Septic Design

Approval: _____ Date: _____

***New Dwellings/Additions** require potable water test and a septic system design which must be approved by the BOH.

HIGHWAY DEPARTMENT: Jon Choquette PH: 413-743-4290x1008 EMAIL: highway@townofsavoy.com

The above site has an approved driveway permit:

Approval: _____ Date: _____

***New Dwellings** require a Driveway Permit

CONSERVATION COMMISSION: April LeSage PH: 413-743-4290x1001 EMAIL: savoyconcom@gmail.com

The above site has/has no conditions for construction set by the Conservation Commission. Please indicate conditions if any: _____

Approval: _____ Date: _____

***ALL NEW STRUCTURES** require approval by the Conservation Commission

FIRE DEPARTMENT: Peter Miner, Fire Chief PH: 413-743-3846 or 413-347-1889
EMAIL: savoyfirechief@gmail.com

Approval: _____ Date: _____

***Permits required for Propane Storage & Oil Burners *Assigns street numbers**

ASSESSORS: Julie Pavia PH: 413-446-5486 EMAIL: assessors@townofsavoy.com

Approval: _____ Date: _____

***BUILDING PLANS REQUIRED**

TAX COLLECTOR: Sheryl Guettler PH: 413-743-4290 EMAIL: taxcollector@townofsavoy.com

Approval: _____ Date: _____

***Taxes Must be up to date**

***NOTE:** New Dwellings & additions may require the following documents: A completed building permit application, an approved site plan (building inspector), Contractors or homeowners must furnish workers comp. docs. Assessors will need a set of building plans. Other documents as needed by the building inspector.

SIGN OFF SHEET

Department	Contact	Phone	Approval	Date	Initials
ASSESSORS *Special permits, variances, etc. as needed	Julie Pavia	413-446-5486			
BUILDING INSPECTOR *Applications, permits, wood stove, certificate of occupancy	Brian Duval	413-446-8082			
BOARD OF HEALTH INSPECTOR *Witness ALL Perk testing, septic inspections, Title V	Ed Fahey-BRPC	413-442-1521 Ext.60			
CONSERVATION COMMISSION *Wetlands, Rivers, Brooks	April LeSage	413-743-4290 x1001			
FIRE DEPARTMENT *Issue house #'s, smoke detectors, oil burners, propane storage	Peter Miner	413-743-3846			
HIGHWAY DEPARTMENT *Driveways, culverts, curb cuts	Jon Choquette	413-743-4290 X1008			
PLANNING BOARD *Subdivisions, etc.-as needed	Casey Pease	413-743-4290 X1001			
PLUMBING INSPECTOR *Water, sewer, gas fittings	Tim Martin	413-347-1847			
TAX COLLECTOR *Taxes current or delinquent	Sheryl Guettler	413-743-4290 X1002			
ZONING BOARD *Special permits, Variances, etc.-as needed	Selectboard	413-743-4290 X1001			

In addition to a building permit, other permits may be required by other municipal boards before you may begin your development project. This sign off sheet shows that you have notified the other boards of your development project. No building permit issued until sign off sheet is completed. A copy must be attached to the building permit. A copy must be on file at the Town Office.