



TOWN OF PALMER

Palmer Town Building
4417 Main Street
Palmer, Massachusetts 01069

Telephone: (413) 283-2638
FAX (413) 283-2637

OFFICE OF THE BUILDING INSPECTOR

APPLICATION FOR A PERMIT TO BUILD CONVERSIONS

Please complete the following questions in regards to your proposed conversion. If the conversion is from a single family to a two family home with no exterior changes, the homeowner may draw the plot plan to scale on graph paper showing the existing building and the parking area. The parking area must be least two 9' X 18' spaces per unit. If the permit is requested for a two family conversion with exterior changes, then a plot plan done by a registered land surveyor/engineer certified in the State of Massachusetts is required. The plot plan must show the dimensions of the lot, existing buildings, proposed additions or any exterior changes and parking areas. If the conversion is for three or more families a special permit must be obtained from the Planning Board prior to obtaining any building permits. A detailed set of plans must also be submitted. The plans must also detail the materials to be used.

If any exterior work is to be done, approval from the Conservation Commission must also be received prior to the issuance of a permit to be sure that you are not building in a wetland or regulated area. Please have a commission member sign below before returning the application.

Conservation Approval:

Authorized Signature: _____

Failure to provide this Department with all required information will deem your application incomplete. Incomplete applications will not be acted upon.

If construction is begun prior to receiving a permit, the fees will be doubled and fines will be imposed.

1. Owner's Name: _____ Phone: _____ Date: _____
2. Owner's Address: _____
3. Mailing Address: _____
4. Builder's Name: _____
5. Builder's Address: _____



TOWN OF PALMER

Palmer Town Building
4417 Main Street
Palmer, Massachusetts 01069

Telephone: (413) 283-2638
FAX (413) 283-2637

OFFICE OF THE BUILDING INSPECTOR

6. Construction Supervisor License No.: _____
7. Property Location: _____
8. Distance from Front boundary line to new construction? _____
9. Right? _____ Left? _____ Rear? _____
10. Material of structure? _____
11. Material of foundation: _____
12. Size of structure: No. of feet wide? Long? High? _____
13. How many units currently exist in the building? _____
14. How many units will exist after conversion? _____
15. Size of floor timbers: 1st: 2nd: 3rd: _____
Span: Distance on center: _____
16. Size of decks, porches, or landings to be constructed, if any _____

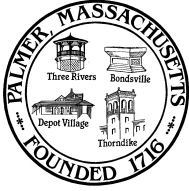
17. Will the work conform to the requirements of the law? _____
18. Estimated cost? _____

Fee: _____ Signature of applicant: _____

FOR OFFICE USE ONLY:

PLANNING BOARD APPROVAL GIVEN: _____

BOARD OF APPEALS APPROVAL GIVEN: _____



TOWN OF PALMER

Palmer Town Building
4417 Main Street
Palmer, Massachusetts 01069

Telephone: (413) 283-2638
FAX (413) 283-2637

OFFICE OF THE BUILDING INSPECTOR

DATE APPEAL PERIOD IS UP: _____

DIMENSIONAL REQUIREMENTS: _____

PERMIT APPROVED: _____ PERMIT DISAPPROVED: _____ OTHER: _____

REMARKS: _____

INSPECTOR SIGNATURE: _____

DATE: _____

APPROVAL GRANTED AFTER VARIANCE OR SPECIAL PERMIT GRANTED: _____

INSPECTOR SIGNATURE: _____

DATE: _____