



**Town of Southborough Building Department**  
9 Cordaville Road, Lower Level  
Southborough, MA 01772  
(508) 485-0717

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**Building Department      Open Permit/Work without a Permit Policy ~ July 21, 2020**

**Please Note that ALL requests must be made through the Town's online Public Record Request found here: We strongly urge you to make this request at least two weeks prior to any closing date- One request per Property Address- YOU MAY BE REQUIRED TO OPEN WALLS, REMOVE HAZARDS**

<https://southboroughtown.nextrequest.com>

**All inquiries will follow Massachusetts Public records request guidelines**

<https://www.sec.state.ma.us/pre/prepdf/guide.pdf>

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**Policy on Aged Open Permits:**

Open permits beyond 180 days with no action (no work or inspections) will be considered **abandoned and invalid** per section 105.5 of 780 CMR, 9th edition of the Massachusetts State Building Code. A permit **may be extended** if requested in writing for an additional 180 days.

- ✓ *It is the responsibility of the property owner to ensure that all inspections, as indicated on the building permit card, are inspected.*
- ✓ *If only partial inspections took place, a registered design professional shall be required to "close out" the incomplete inspections and supply an affidavit to the Building Department along with a \$50.00 filing fee.*

**Remedies:**

**Building Permits -**

Open permits missing **only** the **final** building inspection can be scheduled to finalize the permit **only** if all of the following conditions are met:

- ✓ *A copy of the permit must be present.*
- ✓ *All other final inspections, such as electrical, plumbing, gas, fire (if applicable), have had their respective final inspection and are signed on the building permit card.*
- ✓ *If there are no code violations or corrections.*
- ✓ *If there are violations or corrections needed, a new permit will be required and the project must meet the current building, electrical, plumbing, gas, and fire code regardless of when the original work was completed. No exceptions.*

**Remedy for Open/Work without a permit, Electrical, Plumbing and Gas Permits**

- ✓ *OPEN permits will be considered null and void after one year. A new permit must be applied for, with all required fees and documents, and an inspection scheduled. As stated above, the project will be required to meet all current codes regardless of when the original project was completed. No exceptions. PLEASE NOTE YOU MAY BE REQUIRED TO OPEN WALLS FOR INSPECTIONS.*