

TOWN OF NEEDHAM - RESIDENTIAL DEMOLITION APPLICATION DETAILS

If you are demolishing a detached garage, shed or pool, please call and speak with an Inspector PRIOR to applying for a permit.

1. **Log onto ViewPoint Cloud (VPC) and select "Building Department" then "Demolition Permit (Excludes Interior Renovations)".**
2. **Click on "Apply on Line". Please note that only a Construction Supervisor can apply for a Demo Permit.**
3. **Your Demo Application will automatically circulate to the following departments, so no action is required on your part:**
 - a. Water
 - b. Sewer
 - c. Fire
 - d. Conservation
4. **You need to upload a demolition approval letter from:**
 - a. Electric Company
 - b. Gas Company
If there is no gas to the property, you need a letter from the Gas Company stating that there is no gas on the property.
 - c. HVA Contractor regarding Air Conditioning Condenser Freon Recovery.
5. **The following are required uploads to your application:**
 - a. Current Plot Plan on TOWN OF NEEDHAM PLOT PLAN FORM (www.Needhamma.gov).
Plot Plan needs to include existing conditions, water/sewer lines, existing topography and existing building(s) footprint(s),
 - b. Proof of Ownership / Quit Claim Deed
This is from the Registry of Deeds and cannot say "Not an Official Copy" on it.
 - c. Copy of Notice to Abutters. Abutters are all owners whose property touches yours, those directly across the street and behind you as well as all diagonal properties. If the back of your property abutts the active MBTA Commuter Rail, they need to be notified via Certified
 - d. Completed USPOffice Certified Mail, Green & White Mailing Receipts for all Abutters' Letters.
 - e. Copy of valid CSL License.
 - f. Commonwealth of Massachusetts Workers' Comp Affidavit.
 - g. Certificate of Insurance showing Liability and Workers' Comp coverage (if applicable).

Notes:

- Please fill out one Residential Demolition Permit application per structure, such as a dwelling and a detached garage.
- You need to apply to the Health Division for their approval of your demolition. Please apply on-line through ViewPoint Cloud ASAP as Health can take longer than the Building Department to process your application.
- Only a Construction Supervisor may apply for a demo permit.

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You need to apply with the Health Division for a DEMR Permit.

You need to apply with DPW for:

- Contractor Registration (If not completed already)
- Sewer Cut and Cap
- Street Permit
- Water Cut and Cap

You need to obtain a Demolition approval letter for the following:

- Electric
- Gas

Your Demo Permit Application will automatically circulate to the following departments for approval:

- Conservation Department
- Engineering Department
- Fire Department
- Health Division
- Sewer Department
- Water Department

You need to upload to your Building Demolition Application

- Certificate of Insurance (COI) with the Town of Needham as the named party
- Copy of the Notice Mailed to Abutters via Certified Mail
- Valid CSL
- Plot Plan with Building Footprint, Water & Sewer and Erosion Control
- Proof of Ownership (Quit Claim Deed)
- Completed US Post Office Certified Green/White Mailing Receipts with Address Listed
- Workmens' Comp Affidavit
- (Valid HIC is required for Building Permit but not for Demo Permit)