

University Station Permit Application Process

The following is a description of the permit application process for the Town of Westwood. This is provided with the intention of making this process as smooth as possible. If you are a potential tenant your first contact should be **Cass Thurston** (cthurston@cbtdevelopment.net, 781-223-6676) If you are an out of state builder, architect, and/or engineer please make yourself familiar with the codes currently being enforced in Massachusetts. The Town of Westwood does not have separate codes from the State of Massachusetts.

Prior to and/or during the plan review submission, all general questions will be directed to **Cass Thurston** (cthurston@cbtdevelopment.net, 781-223-6676) Code interpretations prior to and/or during the plan review process will be directed to **Jerry Wilson** (jwilson@tkgeast.com, 617-591-8682 x203).

Permit Submission Procedure

Step 1: [Complete online Land Use Questionnaire:](#)

http://www.mapsonline.net/westwoodma/forms/template_select.php?id=987054164

Step 2: Submit a complete set of the following plans to the Town of Westwood Planning Department for Pre-application Administrative Review to ensure that the proposed building is in substantial compliance with the applicable University Station Master Development Plan. Note that submissions will not be reviewed until the entire submittal is received.

- a. Colored Building Elevations for all sides of a building, indicating heights and construction materials;
- b. Facade Material Samples (if not previously provided for CD or PDR Approval);
- c. Roof Plans showing roof materials, colors, and layout of all mechanical equipment;
- d. Landscape Plans, showing locations and materials for all hardscape, plantings, and furnishings; and
- e. Exterior Lighting and Photometric Plans, including specification sheets for all fixtures, pole and bases.

Note: Step 2 is not required for Tenant fit-out permits.

One (1) complete set of the pre-application plans with complete electronic copy should be sent to:

Town of Westwood Planning Department
Attention: Ms Nora Loughnane
50 Carby Street
Westwood, MA 02090

Step 3: Submit the following documents (and fees) to the associated Departments and 3rd Party Review Agencies. Incomplete submissions will not be reviewed until the entire permit submittal is received.

Note: All documents should be Signed and Sealed by the appropriate Commonwealth of Massachusetts Licensed Design Professional of Record.

Letter of Transmittal to:

**Town of Westwood
Building Department
Attn: Mr. Joseph Doyle
50 Carby Street
Westwood, MA 02090**

(2) Original Copies of Completed Building Permit Application with assigned address from the Approved Address Plan for University Station ([Click here for Permit Application Forms - http://www.townhall.westwood.ma.us/index.cfm/page/University-Station-Permit-Applications/pid/32731](http://www.townhall.westwood.ma.us/index.cfm/page/University-Station-Permit-Applications/pid/32731))

(2) Copies of the Approved Address Plan for University Station Highlight Location of the Proposed Building/ Space of Proposed Application

(2) Original Signed and Sealed Sets of the Permit Drawings

(2) Original Signed Sealed Initial Construction Control Affidavits:

- Architectural, Structural, Mechanical, Plumbing, Fire Protection (must be prepared by a Fire Protection Engineer), and Electrical

(2) Original Code Analysis Report

(2) MEP Energy Systems Report

(2) Fire Protection Systems Narrative and Hydraulic Systems Calculations

(2) Stretch Energy Code Analysis (Prepared by a Stretch Code Professional)

(2) Original Statement of Special Inspections

(2) Structural Peer Review Letter and any applicable Response Letters

(2) Land/ Building Owners Authorization to File Letter if Applicant not an Owner

(2) Original Copies of State Worker Compensation Insurance Form

(2) Contractors Construction Supervisors License

Check in the Amount of 50% of the Filing fee as determined by Total Value of Construction, Including all Trades @ \$12/\$1000 Value of Construction Cost. (Trade Permits: Sub Trade fees: 1% of labor and materials contract or \$100, whichever is greater) ([Click here for a Town of Westwood Permit Fee Schedule](http://www.townhall.westwood.ma.us/index.cfm/page/University-Station-Permitting-Fees/pid/32688))

<http://www.townhall.westwood.ma.us/index.cfm/page/University-Station-Permitting-Fees/pid/32688>)

Specifications Books (To be Submitted Electronically in .PDF Format)
CD with ALL above listed Original Plans (Signed and Sealed) and documents scanned, in .PDF format, clearly annotated and titled, to Create Complete Electronic copy of the Building Permit Submission

Transmittal Letter to Westwood Building Department should Copy the Following Town of Westwood Departments and 3rd Party Review Agencies with Enclosures as Indicated below and documents should be delivered directly to Department/Agency:

Westwood Fire Department

Attn: Deputy Chief Mike Reardon

637 High Street

Westwood, MA 02090

- (1) Original Signed and Sealed Set of the Permit Drawings
- (1) CD with Complete Electronic copy of the Building Permit Submission.

Westwood Planning Department

Attn: Ms. Nora Loughnane

50 Carby Street

Westwood, MA 02090

- (1) CD with Complete Electronic copy of the Building Permit Submission.

WBA Associates

Attn: Mr. Walter Adams

36 River Ridge

Wellesley, MA 02481

- (1) Copy of Completed Building Permit Application with assigned address from the Approved Address Plan for University Station
- (1) Copy of the Approved Address Plan for University Station Highlight Location of the Proposed Building/ Space of Proposed Application
- (1) Copy Signed and Sealed Sets of the Permit Drawings
- (1) Copy Signed Sealed Initial Construction Control Affidavits:
 - o Architectural, Structural, Mechanical, Plumbing, Fire Protection (must be prepared by a Fire Protection Engineer), and Electrical
- (1) Copy Code Analysis Report
- (1) Copy MEP Energy Systems Report
- (1) Copy Fire Protection Systems Narrative and Hydraulic Systems Calculations
- (1) Copy Stretch Energy Code Analysis (Prepared by a Stretch Code Professional)
- (1) Copy Statement of Special Inspections

- (1) Copy Structural Peer Review Letter and any applicable Response Letters
- (1) Copy Land/ Building Owners Authorization to File Letter if Applicant not an Owner
- (1) Copy of State Worker Compensation Insurance Form
- (1) Copy contractors Construction Supervisors License

Khalsa Design, Inc.

Attn: Mr Jerry Wilson

17 Ivaloo St Suite 400

Somerville, MA 02143

- (1) Original Signed and Sealed Set of the Permit Drawings
- (1) CD with Complete Electronic copy of the Building Permit Submission.

Allied Consulting Engineering Services, Inc

Attn: Mr Paul Laurence

215 Boston Post Road

Sudbury, MA 01776

- (1) Original Signed and Sealed Set of the Permit Drawings
- (1) CD with Complete Electronic copy of the Building Permit Submission.