

**Town of Westwood**  
Commonwealth of Massachusetts  
**BUILDING DEPARTMENT**

Date:

Name:

Address:

Re:

Dear Property Owner:

A building permit application has been submitted for the above named property. The following is a list that will hopefully make your building project run smoother. Feel free to show this to your contractor so that you are both aware of your responsibilities. If you as the owner have obtained a permit insert the word "you" where it says contractor".

1. If a contractor has obtained the permit you should be aware that they are only your representative and you are ultimately responsible for the job. If you have obtained the permit yourself, you are the general contractor and solely responsible for the scheduling and completion of the project.
2. The building card should be posted on the job, clearly visible from the street, at all times until the job is completed. It should be kept out of the sun if possible as the printing tends to fade over time when exposed to direct sunlight. The card must be accessible to our inspectors at the time of inspection.
3. You have six months from the time the permit is issued to begin the project. The project must proceed in a timely manner. If you are not completed within six months of commencing you may need an extension of you permit. Please call the office for more information.
4. A series of inspections will be performed at various stages of the job by inspectors from the Building Dept. The inspections are listed on the front of the building card. We attempt to schedule inspections within 24 hours of the request however we may be delayed up to 72 hours. The contractor is responsible for making inspection appointments. Occasionally, the contractor or the sub contractor (electrician, plumber, etc) may be required to be present for the inspection. We will not conduct an inspection of the interior of a project without an adult present. We will not enter the premises through an unlocked door without someone home.
5. All inspections required for your particular project must be completed in the appropriate order. Proceeding on the project without inspections required for your particular project must be completed in the appropriate order. Proceeding on the project without inspections can be very costly and delay completion of the job. Do not schedule the next phase to start until you are sure the completed stage has been inspected and approved. A lack of planning on the part of the contractor does not create an emergency for us.
6. If you have not had final inspections, **your project is not legally complete.** Failure to have the card signed off can affect your homeowner's insurance coverage and your ability to obtain permits in the future.
7. The Building Dept. is not responsible for contractual disputes between the contractor and the owners.

By signing below, I acknowledge that I have read the information above, and received a copy of this letter. This form must be returned to the Building Dept. before your building permit is issued.

Thank you.

Homeowner Signature \_\_\_\_\_ Date \_\_\_\_\_