

**The Department of Inspectional Services
Worcester, Massachusetts**

**Fees and Charges
Building Permits, Certifications and Inspections**



General Department Policies

Authority

Pursuant to Massachusetts General Law Chapter 40 Section 22 F, the Department of Inspectional Services in the City of Worcester, Massachusetts has adopted the attached fee schedule. The effective date of this schedule is May 1, 2009. This schedule supersedes all previous schedules.

After Hours Inspection Fees

Any requests for inspections to be conducted at all times other than normal working hours will be subject to a additional charge to cover overtime costs of the inspector. This cost is in addition to the normal permit fee. The minimum charge for this service is \$220.00 and may increase depending on the actual inspection hours.

Fee Waivers

All requests for fee waivers are to be processed through the City Manager's Office for approval by the Worcester City Council with the exception of the following:

- (1) In-house maintenance of city owned buildings by city forces.
- (2) Renewal Certifications of City owned buildings required by Massachusetts Building Code.

All requested fee waivers by the Worcester Housing Authority will require approval and processing by the City Manager's Office.

Interpretation of Fees

All interpretations of the attached fee structure will be made by the appropriate division director of the Division of Building and Zoning. . The interpretation of the Director will be final. Any fee for an item not specifically listed in the manual will be determined by the division director and will be an official interpretation.

Late Charges

There shall be a charge levied for any renewal license, permit, or certification issued by this department, when the renewal application has not been received by the Department prior to the date of expiration and a second notification issued. The late charge is \$85.00 and will be charged in addition to the original fee. This charge reflects departmental costs incurred.

Payment of Fees

All permits, certificates, licenses, inspectional charges, or services provided by the department for a fee must be paid for in advance. Payment may be made by cash, money order, or check, made payable to the City of Worcester. Credit card payments should also be accepted in the near future. Any check returned due to a lack of funds will be subject to a penalty as determined by the City Treasurer in addition to a revocation of the applicable service until all fees have been paid.

Re-instatement Fee

Any permit or certification which has been suspended, revoked, or invalidated, or any facility which has been closed due to violations of local, state or federal regulations will be required to pay a \$110.00 reinstatement fee. This fee is required to cover all inspectional, clerical and administrative costs incurred by the Department. The inspections and/or administrative actions to reinstate revoked permits will only be conducted during normal business days and hours.

Working or Operating without Permits

Any contractor, owner, lessee, or operator failing to obtain a required permit in accordance with applicable laws, ordinances, or regulations will be subject to a \$110.00 surcharge. This surcharge will cover additional Department costs incurred in addition to the normal fee.

Fees for Building Permits and Certifications

New detached One and Two Family Dwellings

The fee for a building permit for a new detached one and two family dwellings issued for no other purpose shall be at the rate of \$10.00 per 1,000 of actual cost of construction. Actual cost valuations will include all building, electrical, plumbing, mechanical and fire protection systems constructions costs. In no event shall a permit fee be less than \$50.00. All permits and certificates are issued in accordance with the provisions of the Massachusetts State Building Code.

Buildings Other than One and Two Family Dwellings

The fee for a building permit to perform construction, additions, alterations, or changes of use, for any building or structure not covered above shall be at the rate of \$11.00 per \$1,000.00 or fraction thereof actual value up to \$1,000,000.00. If the actual value exceeds \$1,000,000.00 the additional fee shall be at the rate of \$8.00 per \$1,000.00 or fraction thereof of the actual value in excess of \$1,000,000.00. When the actual value of construction cannot be established at the time of application, the permit shall be issued with the fee based on an estimated value by the building official (which may include, if applicable, the contract between the property owner and a third party contractor) of the work to be done. *AIA or similar cost documents will be required on all construction over \$250,000 to establish construction costs.* Additional construction cost documents may also be required before an occupancy permit is issued and the permit fee will be adjusted accordingly. If the actual constructed value is less than the value estimated by the building official, a refund of the difference of the fee for permit shall be made to the person who paid the original fee upon application therefore and in the manner prescribed by the Treasurer of the City of Worcester. The building official shall require proof of the actual value stated in such declaration, and where such proof satisfactory to the building official is not produced, the original fee paid shall stand. In no event shall a permit fee be less than \$50.00. All permits and certificates are issued in accordance with the provision of the Massachusetts State Building code.

Moving of Buildings

The fee for a building permit for the removal of a building or structure from one lot to another or to a new location on the same lot shall be \$165.00.

Demolition

The fee for a permit for the demolition of the removal of a building shall be at the rate of \$4.00 for each \$1,000.00 of demolition cost or fraction thereof.

Signs

The fee for the erection or installation of a sign, billboards and other display structures for which a permit is required shall be determined in accordance with the following schedule:

	Fee
Ground and Wall signs	\$135.00
Roof signs	\$135.00
Projecting signs	\$135.00

Zoning Determination

The fee for a written determination on City of Worcester letterhead relative to zoning compliance, allowed uses, dimensional requirements, and/or other related real estate and zoning compliance research information shall be \$55.00.

The fee for written “re-build letters” and related information, on City of Worcester letterhead, shall be \$30.00.

Accounting

The building official shall keep an accurate account of all fees charged, such fees charged by him shall be collected by the City Treasurer before any building permit in each case may be issued or any plans examined.

Refunds

In the case of revocation of a permit or abandonment or discontinuance of a building project, a permit holder may apply for a refund for fees paid in excess of the value of the work actually completed. In order to request a refund, a permit applicant must make a written request for a refund together with proof of value of the work completed in addition to all information required by the City Treasurer. No refunds will be issued for expired permits (after 6 months unless an extension is granted) as noted per the State Building Code 780 CMR 111.7. Such refunds will be made subject to the payment of all penalties imposed on the permit holder under the requirements of the State Building Code or applicable ordinance.

Re-inspection

In the case of any re-inspection necessitated by work not done in compliance with the Building Code, work not ready for inspection, or information given to the building official who causes the inspection to be attempted but not completed shall require a \$85.00 fee to be paid prior to any subsequent inspections.

Certificate of Use and Occupancy

The fee for a certificate of use and occupancy shall be \$55.00: provided, however, that in the case of a structure subject to Section 127.0 of the State Building Code the fee shall be \$85.00.

Permanent Record Retention

The fee for permanent Building permit record retention shall be as follows:

Permit application and accompanying material on 8.5" x 11.5" sheets is a flat rate charge \$10.00 per permit. Accompanying material not included above \$5.00 per sheet up to 24" x 36". All material greater than 24"x36" up to a maximum of 36" x 48" is \$10.00 per sheet. No material larger than 36" x 48" can be accepted.

Other Permit Items

1. The fee for the removal of a "stop work order" shall be considered a re-instatement fee.
2. Any failure to obtain a building permit prior to the start of work as required by the Massachusetts State Building Code will result in a surcharge as stated in the general department policies.

Fire Extinguishing Equipment Fees

Permit fees for fire extinguishing equipment shall be as follows:

1. Sprinkler System

- a. \$135.00 for new installations, plus \$2.00 for each sprinkler head.
- b. Permit for additions, alterations, and repairs, \$85.00 plus \$2.00 for each sprinkler head.

2. Standpipes not connected to sprinkler system.

- a. New installations (3 stories or less), \$135.00; for each additional story over three add \$55.00 per story.
- b. Additions, alterations and repairs (3 stories or less), \$85.00; for each additional story over three add \$55.00 per story.

Welding Certificates

The annual fee for a structural welding certificate is \$55.00.

Certificate of Inspection

Use Group	Description	Inspection	Certificate Period		Fee
A1A+	Assembly theater (w/stage over 400)	Semi-annual	One year		\$220.00
A1B+	Movie Theater (over 400)	Semi-annual	One year		\$220.00
A-1A	Assembly theater (w/stage 400 or less)	Annual	One year		\$135.00
A-1B	Movie Theater (400 or less)	Annual	One year		\$135.00
A-2+	Assembly-night club (over 400)	Semi annual	One year		\$220.00
A-2	Assembly-night club (400 or less)	Annual	One year		\$135.00
A-3+	Assembly-lecture hall (over 400)	Semi annual	One year	Note A	
A-3	Assembly-lecture hall (400 or less)	Annual	One year		\$135.00
A-4	Assembly-Churches (low density)	5 Years	5 Years		\$135.00
A-5	Assembly-outdoor(bleachers, Stadiums)	Annual	One year	Note B	
E	Educational	Annual	One year		\$135.00
E	Day Care (M.S.B.C. Section 633)	Annual	One year		\$135.00
I-2	Incapacitated (Hospital etc.)	Two years	Two years	Note D	
I-3	Restrained	Two years	Two years	Note C	
R-1	Hotels, Lodging House, Dorm (note G)	Annual	One year	Note E	
R-2	Multi-Family (note G)	Five years	Five years	Note F	
R-1	Detoxification Facilities (sec. 637)	Two years	Two years		\$135.00
R-2	Summer camp (section 634)	Annual	One year	Note H	
R-3 or R-4	Group Residence (section 631)	Annual	One year	Note H	
R-5	Limited Group Residence (section 636)	Annual	One year	Note H	
A-2 or A-3	Joint Building/Fire Inspections	Annual	One year		\$165.00

Note A: For all buildings or structures, or parts thereof, in the A-3+ Use group, the fee is to be charged for the maximum certification period of one (1) year is \$220.00 for accommodations for up to five thousand (5,000) persons, plus \$55.00 for the accommodations for each additional one thousand (1,000) persons or fraction thereof.

Note B: For all buildings or structures, or parts thereof, in the A-5 use group, the fee to be charged for the maximum certification period of one (1) year is \$135.00 for seating accommodations for up to five thousand (5,000) persons, plus \$35.00 for the accommodations for each additional one thousand (1,000) persons or fraction thereof.

Note C: For all buildings and structures, or parts thereof, in the I-3 use group, the fee to be charges for the maximum certification period of two (2) years is \$220.00 for each structure containing up to one hundred (100) beds, plus a **\$5.00** charge for each additional ten (10) beds or fraction thereof over the initial one hundred (100) beds.

Note D: For hospitals, nursing homes, sanitariums, and orphanages in the I-2 use group, the fee to be charges for the maximum certification period of two (2) years is \$220.00 for each structure containing up to one hundred (100) beds, plus a \$5.00 charge for each additional ten (10) beds or fraction thereof over the initial one hundred (100) beds. All other buildings or structures or parts thereof in the I-2 use group classification shall be charged \$220.00 for a two (2) year maximum certification period.

Note E: For all buildings and structures or parts thereof in the R-1 use group, the fee to be charged for the maximum certification period of one (1) year shall be \$135.00 for up to five (5) units, plus \$5.00 per unit for all over five (5) units.

A unit shall be defined as follows:

- Two (2) hotel guests' rooms;
- Two (2) lodging house guests' rooms:
- Two (2) boarding house guest rooms:
- or Four (4) dormitory beds.

Note F: For all buildings and structures or parts thereof in the R-2 use group, the fee to be charged for the maximum certification period of five (5) years shall be \$190.00 plus \$5.00 per dwelling unit, except three (3) family dwelling units shall be exempt from such fees.

Note G: For purpose of determining the required number of inspections, the maximum certification period, and the fees, as specified in Table 108, dormitories are included in the R-1 use group classification rather than the R-2.

Note H: Summer camps for children in the use group R-2 shall be inspected and certified annually prior to the beginning of each season \$20.00 per each additional twenty-five (25) residential units, and \$30.00 for each assembly building or use (a residential unit for the purpose shall be defined as four (4) beds).