



Lenox, Massachusetts

Inspectional Services

On-Line Permitting

Lenox will no longer accept paper permit applications or drawings. If you do not have a computer or if you need assistance using a computer, both are available. A computer station is located outside of the Building Inspection Department office on the 1st floor at Town Hall. A second computer station is located on the 2nd floor at the Lenox Library located on 18 Main Street and is available during regular Library hours. Assistance can be obtained by calling the Building Inspection Department office at 413-637-5503 ext. 3 during regular office hours. Office hours; Tuesday through Friday from 8 AM to 4 PM, evening hours Wednesday 5 PM to 7 PM and Friday 4 PM to 6 PM.

APPLICANTS WHO REGISTER, (this takes less than 5 minutes) will have the ability to do the following:

- Have some of the information auto-fill on the permit application.
- Will have the ability to view the status of their permits.
- Edit the application before the permit is issued.
- Add attachments (plans, pictures, specs, etc.) to the application.
- On-line chat with the inspectors.
- Pay for the permit.
- Print the permit as soon as it has been issued.
- View the inspection results.

APPLICANTS WHO DO NOT REGISTER, may still apply and pay for permits (plumbing, gas and electrical and some small building permits), but non-registered applicants will not have the ability to do any of the above mentioned items.

Applicants are no longer required to obtain approvals from other town departments prior to submitting a permit application. Approvals from conservation, ZBA, electrical, plumbing and gas inspectors, the fire department, D.P.W. and the health department are now acquired by email through the online permit program.

Applicants now have the option to pay for their permit on-line with a check routing number and account number or Master Card or Discover Card (additional fee). On-line payment is highly encouraged, but the town will accept checks made out to Town of Lenox, 6 Walker Street, Lenox, MA 01240. Checks can be mailed or delivered to the Inspection Department. **Please submit one check for each permit application.**

STEPS TO FOLLOW

Pop up blockers: All Pop up blockers must be shut off.

Apple Product Users, Please [Click Here](#) **prior to registering.**

Please review the **Registration Guide** prior to creating your account with **Full Circle Technologies, Inc.**

[Registration Guide](#)

[Click to](#)

Create your account with **Full Circle Technologies, Inc.**

Click [Registered User](#) to apply for a permit as a Registered User.

Click [Non-Registered User](#) to apply for a permit as a Non-Registered User.

Fee Schedules: Click Fee Schedules to access a drop down menu listing Building, Electrical and Plumbing & Gas Inspector. Select a trade and the fee schedule for that trade will appear.

Click [Home Page Guide](#) to review how to utilize the functions on your Home Page.

Please request all inspections at least 24 to 48 hours in advance by using only the online permitting program. Directions for how to request an inspection are in the Home Page Guide.

INSPECTIONS FOR RESIDENTIAL BUILDING PERMITS:

Construction or work, for which a *permit* is required, shall be subject to inspection by the *building official* and such construction or work shall remain accessible and exposed for inspection purposes until *approved*. Approval as a result of an inspection shall not be construed to be an approval of a violation of the provisions of this code or of other ordinances of the jurisdiction. Inspections presuming to give authority to violate or cancel the provisions of this code or of other ordinances of the jurisdiction shall not be valid. It shall be the duty of the *permit* applicant to cause the work to remain accessible and exposed for inspection purposes. Neither the *building official* nor the jurisdiction shall be liable for expense entailed in the removal or replacement of any material required to allow inspection.

Preliminary inspection:

Before issuing a *permit*, the *building official* is authorized to examine all buildings, structures and sites for which an application has been filed.

Required inspections:

- **Footing and foundation inspection.** Footing and foundation inspections shall be made after excavations for footings are complete and any required reinforcing steel is in place. For concrete foundations, any required forms shall be in place and any required reinforcing steel prior to the inspection. Materials for the foundation shall be on the job, except where concrete is ready mixed in accordance with ASTM C 94, the concrete need not be on the job.
- **Foundation Drainage Inspection.** A foundation drainage system inspection and approval shall be made prior to backfilling the foundation to ensure compliance with IRC 2009 section R405.
- **Foundation Waterproofing and or Damp proofing Inspection.** A foundation waterproofing and or damp proofing inspection and approval shall be made prior to backfilling the foundation to ensure compliance with IRC 2009 section R406.
- **Concrete slab and under-floor inspection.** Concrete slab and under-floor inspections shall be made after in-slab or under-floor reinforcing steel and building service equipment, conduit, piping accessories and other ancillary equipment items are in place, but before any concrete is placed or floor sheathing installed, including the subfloor.

- **Lowest floor elevation.** In flood hazard areas, upon placement of the lowest floor, including the basement, and prior to further vertical construction, the elevation certification shall be submitted to the *building official*.
- **Frame inspection.** Framing inspections shall be made after the roof deck or sheathing, all framing, *fire blocking*, *fire caulking* and bracing are in place and pipes, chimneys and vents to be concealed are complete and the rough electrical, plumbing, heating wires, pipes and ducts are *approved*.
- **Lath and gypsum board inspection.** Lath and gypsum board inspections shall be made after lathing and gypsum board, interior and exterior, is in place, but before any plastering is applied or gypsum board joints and fasteners are taped and finished.

Exception: Gypsum board that is not part of a fire-resistance-rated assembly or a shear assembly.

- **Energy efficiency inspections.** Inspections shall be made to determine compliance with IEBC 2009 with Mass. Amendments. In Stretch Code communities, compliance with 780 CMR Appendix AA shall include, but not be limited to, inspections for: envelope insulation *R*- and *U*-values, fenestration *U*-value, duct system *R*-value, and HVAC and water-heating equipment efficiency.
- **Other inspections.** In addition to the inspections specified above, the *building official* is authorized to make or require other inspections of any construction work to ascertain compliance with the provisions of this code and other laws that are enforced by the department of building safety.
- **Final inspection.** The final inspection shall be made after all work required by the *permit* is completed and approved.