



TOWN OF TRURO

24 Town Hall Road, Truro MA 02666

Tel: (508) 349-7004 Fax: (508) 349-5505

Permitting Procedures for Health & Conservation Department and the Building Department

Instructions for filing includes emailing permit applications and paying electronically, or using the drop-box installed at the main entrance of Town Hall Road, located at 24 Town Hall Road.

Health Permits

All permit applications are available on our web-site:

<https://www.truro-ma.gov/health-agent/pages/applications>

Septic and Wells

Email:

Permit Applications

- Submit plans, permit applications, and as-builts electronically via email to lbudnick@truro-ma.gov or mfogarty@truro-ma.gov
- To pay electronically please call 508-349-7004 to reach Lynne (extension 131) or Michelle (extension 130)
- Please fill out all permit forms completely to expedite issuance. Please do not assume we have copies of documents that are requested.
- Permits issued with stamped plans will be mailed to the installer or emailed if requested.

Septic Inspection Reports

- Submit septic inspections electronically to adavis@truro-ma.gov

Drop-off:

Permit applications, As-builts

- Drop paperwork in the drop-box at Town Hall with check for application fee. Please clearly indicate what the check is for with an applicable address and brief work description. Permits with stamped plans will be mailed to the installer or well driller.
- Please fill out all permit forms completely to expedite issuance. Please do not assume we have copies of documents that are requested.

Septic Inspection Requests

- Call in or email lbudnick@truro-ma.gov or mfogarty@truro-ma.gov
- Please set up an appointment if you have to meet us on-site or if you have a pump or I/A system

Requesting Research

- Please email lbudnick@truro-ma.gov or mfogarty@truro-ma.gov or call the office;
- Requested information will be emailed.

Well Water Testing

The Barnstable County Lab is currently open however, the courier service is suspended. All samples must be driven to Barnstable County to be analyzed. In order to limit exposure, they have closed their Lobby Receiving Area to the public. There is a cart placed in the foyer between the building's front doors and the lobby doors. Please place your sample on the cart and then press the buzzer to get the attention of the staff. The lobby door will remain closed while there is someone in the foyer. If when you arrive to drop off samples there is someone already in the foyer, please wait outside the building until they leave.

Sample bottles can be left outside the Truro Town Hall for you, please call or email to make this request.

Conservation

All permit applications are available on our web-site:

<https://www.truro-ma.gov/conservation-department>

Email:

Conservation Commission permit applications

- Submit plans, applications, and other materials electronically via email to lbudnick@truro-ma.gov or mfogarty@truro-ma.gov
- To pay electronically please call 508-349-7004 and reach Lynne (extension 131) or Michelle (extension 130).
- A meeting date will be scheduled based on the date applications are received. An email will be sent confirming the date of the hearing and the hearing process.

Drop-off:

- Drop paperwork and check in the drop box located outside the front door. Please place all materials on a USB Drive. Make sure you include your email address on your submittal., you can also send payment in the mail to PO Box 2030 24 Town Hall Road, Truro MA 02666 and clearly indicate what the check is for with an applicable address and brief work description.

- A meeting date will be scheduled based on the date applications are received. An email will be sent confirming the date of the hearing and the hearing process.
- By Mail, send all materials to PO Box 2030, Truro MA 02666; Include an USB drive with all materials.

Pre-Construction Site Visits

- Call or email ebeebe@truro-ma.gov and adavis@truro-ma.gov

Board of Health Meeting

The next BOH meeting is scheduled for April 7, 2020. Materials will be needed by March 27, 2020. Materials can be emailed or dropped off as described above. Please provide copies of materials for Board members as required.

Conservation Commission Meeting

The next ConsComm meeting is scheduled for April 6, 2020. Materials can be emailed or dropped off as described above. Please provide copies of materials for Commissioners as required.

Building Department (including plumbing, gas-fitting and electrical)

All permit applications are available on our web-site:

<https://www.truro-ma.gov/building-department/pages/applications-for-permits>

Email:

- Submit plans, applications, and other materials electronically via email to lbudnick@truro-ma.gov or mfogarty@truro-ma.gov
- To pay electronically please call 508-349-7004 and reach Lynne (extension 131) or Michelle (extension 130)
- Pay by mail to PO Box 2030 Truro MA 02666. Please clearly indicate what the check is for with an applicable address and brief work description

Drop off:

- Drop paperwork in the drop-box at Town Hall with check in the drop box located outside the front door. Please clearly indicate what the check is for with an applicable address and brief work description. Permits with stamped plans will be mailed to the installer or well driller.

Licensing Department

All permit applications are available on our web-site:
<https://www.truro-ma.gov/licensing-department>

Email:

Licensing Department permit applications

- Submit applications, and other materials electronically via email to ntudor@truro-ma.gov; nscoullar@truro-ma.gov; or esturdy@truro-ma.gov
- To pay electronically please call 508-349-7004 and reach Nicole (extension 110) or Noelle (extension 124); or Liz (extension 121)
- Pay by mail to PO Box 2030 Truro MA 02666. Please clearly indicate what the check is for (Payable to the *Town of Truro*).
- An email will be sent confirming receipt and the date of a proposed meeting (if applicable) to approve the applications.

Drop-off:

- Drop paperwork and check in the drop box located outside the front door. Make sure you include your email address on your submittal, you can also send payment in the mail to PO Box 2030, Truro MA 02666 and clearly indicate what the check is for.