



TOWN OF HADLEY
DEPARTMENT OF PUBLIC WORKS
230 MIDDLE ST, P.O. BOX 406
HADLEY, MA 01035-0406

Phone: 413-586-2390

Fax: 413-586-5146

DPW Sign-off Sheet

DATE: _____

Any project which includes a new structure, either residential dwelling or commercial, an addition to an existing residential dwelling or commercial structure, or a change of use in a Commercial/Residential structure shall have the Hadley DPW Director sign off as being approved prior to being approved for a building permit. No building permit application will be accepted by Inspection Services without this sign-off. This sign off ensures the customer is aware of the DPW regulations and fee schedule before starting the project. Please bring plans/drawings showing proposed sewer and water hookups.

Name of Business/Residence: _____

ADDRESS Business/Residence: _____

What will the square footage be of the new building or the addition? _____

What is the overall dimensions of the building? _____

What is the overall dimensions of the addition if any? _____

Number of bedrooms if a residence _____

What will the commercial building be used for? _____

For Commercial; What do you believe will be the occupancy of the building? _____

Water fees/Application: _____

Sewer fees/Application: _____

Driveway Permit/fee: _____

Notes: _____

Sign-off by DPW Director: _____ Date: _____

Please make a copy of this and attach it to your building permit application.