



# Ipswich Conservation Office - Building Permit Review Process

REVISED April 23, 2019

All building permit applications that will disturb soil or vegetation, such as cutting/clearing vegetation, grading, erecting buildings (including a raze and re-build or adding a second story to an existing building), building or replacing structures such as a shed or deck, and adding or replacing paved areas, must be reviewed by the Conservation Office to determine if the proposed work is within areas under the jurisdiction of the Conservation Commission.

These jurisdictional areas include:

- Land within 100' of a wetland,
- Land within 200' of a river or perennial stream,
- Land within 150' of an Area of Critical Environmental Concern (elevation 10' in coastal areas).

**You do not need to meet with Conservation Staff, or determine if wetlands are present on or near your property, before you apply for a building permit.** This determination can be done by Conservation Staff after you file your building permit application. If you wish to meet with Conservation Staff to discuss your project, you can stop in during regular office hours, or make an appointment with the Agent by contacting the Conservation and Planning Assistant at 978-356-6661 or [Janetr@ipswichma.gov](mailto:Janetr@ipswichma.gov). The Agent's office hours are:

- **Monday** 9:00 – 10:00 am and 4:00 – 6:00 pm
- **Tuesday** 9:00 – 10:00 am and 3:00 - 4:00 pm
- **Wednesday** 9:00 – 10:00 am
- **Thursday** 10:00 to 11:00 am and 3:00 - 4:00 pm

Occasionally the Agent is required to be in the field or meetings during office hours. **It is always best to call ahead or check on line** in the Conservation Office's News Flash, which is found at the bottom of the main Conservation Office webpage (<https://www.ipswichma.gov/255/Conservation>).

Once you file your building permit application, Conservation Staff are notified. They may conduct a site visit to determine if wetlands are present. If known or suspected wetlands are identified, the building permit will be denied and the applicant will be directed to apply for approval under the Massachusetts Wetland Protection Act and the Ipswich Wetland Protection Bylaw. *This is an additional permitting process, and may be completed concurrently with other Town approvals.* All wetland permit applications, filing deadlines, and other information are available on line at <https://www.ipswichma.gov/257/Forms>. Applications are also available at the Conservation Office.

It is the policy of the Conservation Office to review and process all building permit applications within 7 days of receipt, whenever possible. **Building permit applications are generally reviewed, and site visits conducted if required, on Mondays and Wednesdays.**

Alicia Geilen, Conservation Agent  
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