



OPEN PERMITS INFO SHEET

- **How can I view open permits for a specific Andover property?**

You can search for permit records by property address via the Andover Town Website. Visit andoverma.gov and click on the “Permits and Licenses” button on the center of the page. Next, click on the “Search” tab found on the top right-hand corner. In the “Locations” search box, search for the address. Once you select the desired address, you can view all associated permits. Open permits are listed as “active” and closed permits are listed as “complete”. Click on the record number for further details.

- **Why is a permit still showing as active/open?**

There are several inspections that take place during the life of a permit. In order for a permit to be closed out administratively, the project would need to “pass” the final inspection. If there is a permit showing as active/open, it is likely that a final inspection was never performed. It is the duty of the original licensed contractor/permit holder to call the Building Division to request the inspection.

- **How can I close out a permit?**

Building Permits: A permit cannot be closed out until a final inspection takes place. However, we cannot inspect under EXPIRED permits. Building permits that have inactivity and/or don't have the required final inspection become invalid/expired after 180 days. 780 CMR § 105.5 states in part, “Every permit shall become invalid...if the work authorized on the site by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced.”

Plumbing, Gas & Electrical Permits:

Unlike building permits, plumbing, gas, and electrical permits never expire. However, in order to be closed out, a final inspection would need to take place. The work to be inspected must be accessible to the inspector. If you cannot get in touch with the original licensed contractor/permit holder but you are insistent on closing out a permit, you would need to hire a new contractor, apply for a new permit, and undergo a final inspection. Please note that under the new permit, the work to be inspected would need to be compliant with current code.

- **My permit is showing as active/open but I know that a final inspection was done – now what?**

If you have proof that a final inspection was done, please provide our department with the necessary documentation. You would need to provide the original permit card showing the required signatures.

- **Who can I contact if I have specific questions or concerns regarding open permits?**

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