



# BUILDING PERMIT APPLICATION CHECKLIST



## NEW CONSTRUCTION

### REQUIRED DOCUMENTS

1. 1 set of plans including framing detail for all construction (including decks, porches, etc.) Stamped by Registered Professional, (Architect or Engineer), or accompanied by the Massachusetts Checklist for Compliance.

***FLOOR PLANS SHALL INCLUDE LOCATION OF ALL REQUIRED FIRE PROTECTION SYSTEMS AND HEATING SYSTEMS STORAGE AREAS***

2. (1) Site Plan (drawn and stamped by surveyor) Location of existing and proposed driveway must be shown on site plan (If driveway is being relocated). (2) Erosion Control Plan to be included for all new construction.
3. Curb Cut Permit  
Town Road – Issued by Highway Dept  
State Road – Issued by Mass DPW  
Private Road – No curb cut required
4. Septic Permit – Issued by Health Dept (Or memo from Water Dept if on Town Sewer)
5. **RECORDED COPY** of Special Permit or Variance from Zoning Board of Appeals or Planning Board Statement of Conditions (if applicable)
6. **RECORDED COPY** of Conservation Commission Order of Conditions or copy of Negative Determination documents (if applicable). Any construction within 100 ft of a Conservancy District is under the jurisdiction of the Conservation Commission.
7. Energy Conservation Compliance with 2015 IECC HERS Rating methods.
8. High Wind Loads - Massachusetts Checklist for Compliance (780 CMR R301.2.1.1)
9. Separate Door and Window Schedule (unless listed separately on plans)
10. Copy of MA Construction Supervisor's License, Home Improvement Contractor Registration, or Homeowner's Exemption Certificate and Affidavit filled out and signed by Homeowner.
11. Copy of Worker's Compensation Insurance Certificate Affidavit and certificate of Insurance (if applicable).

## **ADDITIONS, DECKS, PORCHES, ETC.**

1. 1 set of plans (with framing detail) including Window Schedule. Applications for additions must include proposed and existing floor plans of the entire building. (Stamped by Registered Professional, (Architect or Engineer), or accompanied by the Massachusetts Checklist for Compliance.)

### ***FLOOR PLANS SHALL INCLUDE LOCATION OF ALL REQUIRED FIRE PROTECTION SYSTEMS AND HEATING SYSTEMS STORAGE AREAS***

2. (1) Site Plan (drawn and stamped by surveyor)
3. Energy Calculation (IECC 2015 ResCheck) Include # Square Feet, Window rating, and U-factor.
4. Septic Permit (or approval from Health Dept)
5. **RECORDED COPY** of ZBA Special permit, variance, Conservation Order of Conditions, or Planning Board Statement of Conditions (if applicable)
6. High Wind Loads - Massachusetts Checklist for Compliance (780 CMR R301.2.1.1).
7. Copy of MA Construction Supervisor's license and Home Improvement Contractor's Registration, with numbers and expiration dates, or Homeowners Exemption Certificate and Affidavit
8. Copy of Worker's Compensation Insurance Certificate Affidavit and certificate of Insurance (if applicable).

### **NOTE: A FOOTING INSPECTION IS REQUIRED ON ALL SONOTUBE INSTALLATIONS**

You must call the Building Department to schedule your inspection ***after the holes have been dug and before the concrete is poured.*** Failure to do so will result in having to uncover (dig up) the footings.