

RESIDENTIAL BUILDING PERMIT (FOR ALL 1 & 2 FAMILY PROJECTS)

The following is considered to be the MINIMUM information for all permit applications. Please utilize this checklist to assure completeness.

A. A COMPLETE building permit application, including certificate of insurance, Photo Copy of H.I.C. Registration and/or C.S.L. License as applicable, HIC Contract, Engineering Affidavits for Engineered products, compliance paperwork for energy requirements as applicable.

B. SCALED DRAWINGS and details (2 copies) showing the proposing construction, reconstruction, addition, alteration or repair. The building official may waive the requirements for filing plans when the work involved is of a minor nature.

C. PLOT PLAN

1. Property address, map and lot number, zoning district and overlays (wetland, floodplain, etc.)
2. Show well and septic locations (if applicable).
3. Location of lot lines, dimensions of lot, frontage.
4. Location and dimensions of public easements, public utility easements, railroad right-of ways and established zoning setback requirements.
5. Location and dimensions of primary and accessory buildings and structures.

D. FLOOR PLANS

1. Floor plans of each floor and any intermediate levels including basements, crawlspaces, terraces, porches, garages, carports and decks.
2. Dimensions, location and materials of foundations, footings, columns, beams and piers (include any reinforcing).
3. Direction, dimensions, spacing, species and grade of all framing members (floors, roofs, walls and partitions).
4. Location of all walls, partitions, windows, stairs and doors.
5. Location and description of all electrical equipment and alarm devices.
6. Location and type of all heating and air conditioning (HVAC) equipment.
7. HVAC schematics (check with Building Commissioner). Forward Manufacturer's installation instructions to Commission prior to installing equipment.

E. EXTERIOR ELEVATIONS

1. Front, rear and side elevations including foundation depth and finish grades.
2. Location and dimensions of windows and doors (attach window/door schedule).
3. Description of exterior cladding or siding material.
4. Show exterior stair location and dimensions.
5. Show chimney and vent locations.

F. DETAILS & SECTIONS

1. Sections through exterior walls showing details of construction from footing to the highest point of the building.
2. Sections through shafts, landings and stairs, including framing details, tread, riser, headroom.
3. Describe location and dimensions of handrails and guardrails.
4. Sections through fireplaces and chimneys (show dimensions and clearances).
5. Location and details of any roof trusses, glue-lam or engineered lumber (include connection and bracing details and Massachusetts professional stamp on specification sheet).

In all cases if a variance or special permit was required, the Town Clerks office must stamp the decision from the Board of Appeals that the appeal period is over. The applicant must then get this recorded at the Registry of Deeds. One copy and proof of recording must be submitted with the building application.