

# PERMIT FAQ'S 2021

## Who Needs to get a Permit?

Anyone performing work that is covered in the State Building Codes must get a permit to do the work BEFORE starting the work.

A Homeowner may pull a permit for work themselves only for a 1&2 Family structure and only if they live, or intend to live there.

A Owner can pull permits directly for any other type of structure IF they hire a CSL (Construction Supervisor Licenses) person to oversee the work or the Project falls under Construction Control by a Registered Design Professional.

A Contractor who pulls a permit to improve an existing structure that has 4 or less Residential Units must also have an HIC (Home Improvement Contractor).

We always encourage Building Owners and Homeowners to require the Contractor to pull the Permit so as to verify licenses, Insurance Coverage, etc.

## What Kind of Permits are there?

- ***Building Commercial*** – Commercial Permits for all multi-family, commercial and industrial structures
- ***Building Residential*** – Residential Permits are for 1&2 Family Structures Only. This includes Additions to 1&@ Family homes.
- ***Tent Permits*** - please see the separate sheet of instructions on this webpage.
- ***Pools, Hot tubs & Spa Permits*** – please see separate sheet of instructions on this webpage.
- ***PGE Permits*** - please see separate sheet of instructions on this webpage.
- ***Mechanical/Sheet Metal*** – A permit is required for all sheet metal and Mechanical (HVAC) work. Please see separate sheet of instructions on this webpage.
- ***Fire Protection*** - (Sprinkler and/or Alarm) Permits are to be submitted on the appropriate Building Permit forms.

# **SALISBURY GENERAL PERMITTING FAQ'S 2021**

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PERMIT APPLICATION CHECKLIST

### **Is a Building Permit always required?**

Maybe. In the Massachusetts State Code Books there is a list of items that do not require Building Permits. This normally exempts the following from a Building Permit;

- a. 1-Story Accessory structures under 200 sf Residential, 120 sf Commercial
- b. Fences no taller than 7 ft.
- c. Retaining walls under 4' from bottom of lowest course
- d. Painting, tiling, wallpapering and other finishes.
- e. Cabinets & Countertops (this does not apply for a Kitchen/Bath remodel project)
- f. Swimming pools less than 2' deep.
- g. Playground Equipment.

*\* This does not necessarily apply when the property is in a Flood zone or on a Coastal Dune. Section R322 of the Residential IRC Code, or Appendix G of the Commercial IBC Code, take precedence and require review of all work in a flood zone.*

### **Can I Build a Deck without a Permit?**

Maybe. In the Residential Code book, you may construct a deck without permit provided it is not attached to a structure, is less than 30" off the ground, and is less than 200 sf in size.

You cannot use this exemption for any deck/stairs serving either of the Two (2) required means of egress from a structure nor can you use this exemption in a Flood Zone or Coastal Dune Area.

### **Do Sheds require Building Permits?**

No. For Residential properties a shed must be 200 sf or under, and for a Commercial property the maximum size for a shed is 120 sf. Anything larger is no longer considered a shed and must have a building permit.

All sheds are accessory structures under zoning and must be placed away from property lines by the minimal setback requirements.

### **Do I need a separate Permit for Demolition?**

If you are demolishing a whole structure, such as a house, garage or other accessory structure – yes you need a separate permit and to complete the Checkoff Sheet. The Checkoff sheet is to verify that all utilities have been disconnected and that there are no hazardous materials, such as asbestos, in the structure.

If you are doing interior demolition as a part of a remodel or renovation, do not file a separate permit and just include it in the description of the work permit.

# **CONSTRUCTION DRAWING REQUIREMENTS 2021**

## **Minor Projects – *Such as Siding, Windows, Doors, Roofs, Solar, Demolition of a Structure, ~~Decks & Stairs~~; Fire Protection (Sprinkler and/or Fire Alarm)***

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**Attach to the On-Line Permit Application only;**

- Construction Plans (*see below*)
- Copy of Contract showing Full Scope and Value of Work including the Owners Signature
- Attachments may be added online after initial permit application submission.

## **Major Projects – *Including New Homes, Additions, Accessory Structures, Exterior Decks & Stairs, Interior Remodels (Kitchens, Baths, etc.), Pools, Commercial & Industrial Projects***

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**Attach to the On-Line Permit Application only; (Paper submissions are no longer required)**

- Construction Plans (*see below*)
- Copy of Contract showing Full Scope and Value of Work including the Owners Signature
- Attachments may be added online after initial permit application submission.
- Site/Plot Plan.
- Other Documents as may be applicable.

### **What are Construction Drawings?**

Construction drawings are Hand Drawn/CAD documents that include the necessary information about the proposed scope of work to demonstrate code compliance to the Building Official. These construction documents must always include the following;

- Elevation Views of all sides
- Floor Plans including Foundation, Attic Plans
- Structural Plan for each Floor including Roof showing

Additional Requirements Incl.;

- Braced Walls; incl. braced lines, wall sections, portal frames, eave block, seam block, etc.
- Cross Section showing walls, roof intersections & complete Thermal barrier
- Smoke & CO Detectors in correct positions
- Each page shall have a Title, Job Name & Address, Date, Page Number
- Construction drawings shall be assembled as a single file/PDF

### **What is a Site/Plot Plan?**

A Site or Plot Plan shows the size and location of the Project and Existing Structure(s). It also provides the elevations of the property, Zoning setbacks, the Flood Zone and may also provide other information such as wetlands, etc. (See the website for a sample plan)

A Site/Plot plan must include;

- Shall be prepared and wet-stamped by Engineer/Licensed Surveyor
- Shall include all applicable FEMA NFIP Flood elevation
- Shall show all Zoning dimensions including setbacks to property lines
- Must be labeled with an address, date, map & lot #, name

### **What other Documents may need to be provided with the Application?**

**Provide One (1)** each *paper* copy of all **Other** documents such as required below.

- Engineered calculation sheets for all engineered materials (LVL's, Trusses, AJS, etc.)
- HERS Analysis (Salisbury is a Stretch Code Community) for all New Homes.
- Copies of additional approval letters incl. Conservation, Planning, Health, ZBA or other Town Department/Board if your work is under their jurisdiction. (*Must show Registry Stamp if applicable*)
- Letter of Approval from Condo Association, where applicable.
- FEMA Substantial Improvement Affidavit for Projects exceeding 25% of the Structure Only Value (Consult with building Inspector first)
- Zoning Waiver, if applicable
- Construction Control Affidavits as applicable
- Other documents as may be required by the Building Inspector.
- Do not submit documents to our office in parts & pieces, these should be submitted only in their entirety at the time of Application.

## **PERMIT CARDS**

### **How long is the Permit good for?**

- a. Work must begin within 6 months of the issue date of a permit; otherwise a permit may be voided.
- b. Permits are valid for 1 year and may be renewed annually for a \$50 fee. Permits that are more than 1 year old will be charged an added fee per each year needing to be renewed.

### **Who Owns the Permit?**

Legally, the Permit is issued to the Property. The Contractor is considered the Applicant, but does not hold ownership to the Permit.

### **Will I get a Permit Card to hang in my Window?**

1. We will provide Electrical, Plumbing, and Gas & Mechanical Permits via email upon request only; otherwise you are approved once payment is received.
2. Building Permit Cards (SELF-PRINTED) *may* be provided by email only for Minor Projects; please print and post in a conspicuous place.
3. Building Permit Cards (SELF-PRINTED) will be provided by email only for Major Projects and are available for Pick Up at the Building Dept. office upon receipt of notification by email. Approved drawings/documents will be provided at the same time.
4. A Permit Card may include additional review notes that you are obligated to comply with; please review.

# **APPLICATION REVIEW PROCESS 2021**

## **Does my Permit Application get reviewed by anyone else?**

1. There may a delay in approving/releasing a Building Permit if another Town Department places a **HOLD** due to an open issue; please contact them to discuss.
2. The Permit Application will be automatically routed to the Assessor, DPW and Tax Collector for review.
3. Other Departments will be routed as well including Health, Conservation, Fire, Planning, etc.

## **How long does it take to review a Permit Application?**

- 1 A Permit Review, and the 30 day review period, shall not begin until the Permit Application has been PAID in full for and ALL required documents are submitted.
- 2 Per the Building Code, we have 30 days to review your application and respond. I will often ask for additional clarifications in order to verify conformance to code; these will be done by email through the Permitting Program.
- 3 The list of requirements may change; always consult with the Building Commissioner for the most current requirements.

## **What else should I know about Permit Applications?**

1. The Application must be completely filled out entirely including Flood Zone, Water/Sewer, Zoning District, Number of Units in Structure, Waste Disposal info, Workers Compensation Insurance Info, etc.
2. An application that is not filled out fully and correctly is grounds for DENIAL.

## **FLOOD ZONES**

### **Do projects in Flood Zones have additional requirements?**

**Flood Zones** - All Projects on Salisbury Beach or other Flood Zone areas, will be subject to specific Flood Regulations and may require the FEMA Substantial Renovation worksheet (*available on line at the Building Dept. during regular business hours*)

### **My Site Engineer says I am not in a Flood Zone, but the Maps say I am – what now?**

If the FEMA Flood Maps show you in a flood zone, then you are in a flood zone regardless of the actual elevation of your building site. Your engineer can file to remove you from the flood due to the actual elevations, but that requires a LOMA, CLOMA, CLOMA-F or other FEMA documentation to be filed and accepted, before a Building Permit can be issued.

### **Where do I find more info on Flood Zones, the Beach and Salisbury**

Check out our department web page; Flood Zone Info

<https://www.salisburyma.gov/inspection-services/pages/e-flood-zone-info>



# **CERTIFICATE OF OCCUPANCY 2021**

## **Do I need a Certificate of Occupancy**

1. Maybe. A CofO is issued for new space, a change of use or upon request. If an existing space is remodeled, it may not necessarily require a CofO and one will not be issued, whereas an addition would require one. Consult with the Building Commissioner.

## **What do I need to get a Certificate of Occupancy?**

1. If you don't have a Certificate of Occupancy for an existing building, you can apply for one through a separate application at the Town website.
2. If you need one for a new job you must get all inspections completed in the following sequence;
  - a. All rough Inspections from Building, Plumbing & Electrical
  - b. All Town Department Inspections such as Fire, Health, Conservation or other
  - c. All signoffs from the DPW and Tax Collector to verify that no final fees are due
  - d. Inspection and Signoff from the Assessor.
  - e. Signoff from the Building Inspector.

# INSPECTIONS

## Do I need to get inspected during construction?

### Yes

1. The required inspections are listed on your permit card.
2. The Applicant is responsible to make sure those inspections are called for occur.
3. The Applicant shall attend the inspections.
4. The Applicant shall provide safe access to the work area for inspections if so needed; inspectors do not climb ladders.
5. A Final inspection is required before use & occupancy of the permitted area is allowed.

## What Inspections will I need during construction

Per the code, these are the minimally required inspections. Others may be required depending on the structure, consult with the Building Commissioner.

**Excavation** – We need to see the freshly dug hole, prior to placement of forms for footings or sonotubes, to verify frost depth and bearing condition.

**Foundation** – We need to see the foundation walls, prior to backfill, to verify dampproofing application, drain piping, anchor bolt installation and general condition of wall.

**Rough Framing** – This occurs after you have passed rough inspection for gas, plumbing, electrical and mechanical/sheet metal. All framing, both structural and non-structural including decks and stairs, has been completed and is ready to be viewed.

**Insulation** – Insulation installation is viewed to verify conformity prior to installation of gypsum board and other cover materials. We may allow attic blow-in and basement insulation to remain un-installed in order to complete other work first, but those areas must be reviewable at the time of Final inspection.

**Other** – There may additional inspections required for your specific project such as Portal Bracing, Garage Ceiling Drywall or others. See your Permit card for an additional list.

**Final** – The Building Inspector is the last inspection after all trades final inspections have successfully occurred, all departmental signs offs have been acquired, all final paperwork has been submitted and all Town fees & bills resolved.

**Other** – The PGEM & FP trades will require rough and finish inspection as well as any other typical to that profession.

## **PAYMENT/FEES 2021**

### **How and When do I pay for a Permit?**

1. Payment is due in Full at time of Application submission. Your Permit Application Review will not begin processing/review until payment has been received.
2. We accept;
  - a. Cash – exact change only
  - b. Credit – see link WITHIN Permitting Program
  - c. Check – to ‘Town of Salisbury’, write the project address on check
3. Payment of fees does not constitute an Approval to Proceed with work. Any work begun prior to receiving notification of Approval may be subject to additional fines and penalties.

### **What are the fines and Penalties?**

If work has been started without the benefit of a Permit, as required by law, we may impose and added fine equal to the cost of the base permit fee.

### **What is the Cost of a Permit?**

Please refer to the Fee Sheets on the website as the cost is different for different types of work, but is usually some multiplier of the value of the work per thousand dollars.

### **What is the Estimated Cost of the Project called out in Section 4 of the Application?**

The Building Code says that the estimated cost shall be the Value of the whole project cost at time of application and we can request detailed estimates to support the value you show. The cost of the work would be comparable to the current market value of a contractors bid.

We issue permits for an entire project scope, not just a single tradesperson’s work. For example, if a carpenter is submitting for a kitchen but does not include flooring and electrical because they are not in his contract; then it does not qualify as a whole project.

The value must include; all subcontractors bids, all materials (incl. materials to be supplied by the Owner directly), all labor (even if you are doing the work yourself) and other expenses included in your bid including permitting, overhead, profit, etc.

We will verify your proposed costs against the Marshall & Swift cost database provide by the Assessor. If there is any question about the proposed values, you will be asked to provide a detailed estimate of your Cost/Value which must include the following categories;

1. Plans & Permits
2. Excavation & Foundation
3. Frame
4. Insulation
5. Roofing
6. Siding
7. Drywall
8. Doors & Trim
9. Cabinets & Counters
10. Flooring
11. Plumbing & Gas
12. Electrical
13. HVAC
14. Painting
15. Miscellaneous  
Overhead & Profit

**If I don't do the work, can I get a Permit Application Fee Refund?**

- a. No refunds of Permit fees will be given once a Permit has been issued.
- b. Fees *may* be refunded, upon *written* request, if a Permit Application is retracted by the Applicant before a permit is issued.
- c. If a Permit Application is denied, the fee will be refunded, minus a \$100 application review charge.

## **SITE SURVEYS and PLOT PLANS 2021**

### **Does an Addition, Garage or Pool require a Plot Plan?**

1. Yes. These may *not* require a Site or Plot Plan if you can provide verification that your proposed work is being constructed at least 2x (Twice) the minimal setback distance required by zoning.
2. This may allow the Property Owner to provide a signed Zoning Waiver (*see FAQ's page on Website*).
3. Plot plans must be prepared by a Licensed Surveyor or Site Engineer. We do not accept hand-written dimensions on an older, or mortgage, survey.

### **Does the Building Department provide Plot Plans?**

1. No, we do not provide them.
2. No, we cannot recommend anyone to prepare one for you
3. Yes, new work will require a new plot plan.

### **What does a Plot Plan look like?**

See attached.

# Sample Plot Plan

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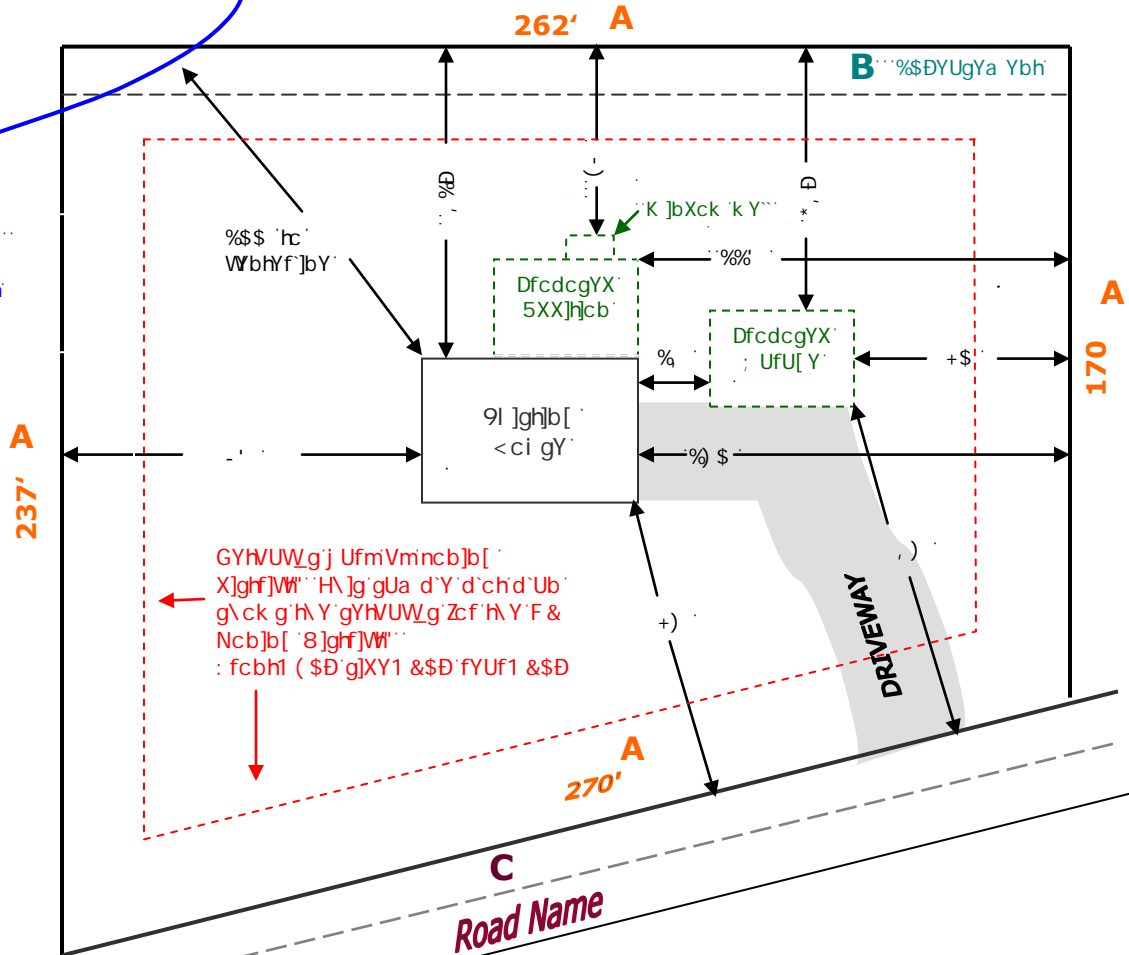


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## CHECKLIST

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BY LICENSED, PROFESSIONAL SURVEYOR!

# **SWIMMING POOLS AND SPAS FAQ'S 2021**

## **When is a Building Permit needed for a Swimming Pool?**

If the water in the pool is designed to be 24" deep or greater, a Building Permit is required.

This includes in-ground pools, above-ground (semi-permanent) pools, inflatables, other temporary and seasonal pools, hot tubs, spas, etc.

Temporary and Seasonal Pools, such as inflatables, need a permit each year they are put up.

## **Where can I put the Pool or Spa?**

Pools and Spas are 'Accessory Structures' under Salisbury Zoning and must comply with all property line setbacks.

A Pool Application needs a Site Survey or Plot Plan document provided to verify that it is placed within the property setbacks.

The Site Plan must show property lines, septic systems, wells, house, flood zone, wetlands

A Zoning Waiver may be applicable for temporary pools – speak to the Building Inspector.

## **What needs to be provided with the Permit application?**

1. In-ground pools –
  - a. An registered design professional's wet-stamped drawings
  - b. Site Plan or Plot Plan
  - c. A Contract with the Pool Installer
  - d. A copy of the Contract for Fencing showing the code specified gates and fencing
  - e. A copy on the info on the door chime to be installed
2. Above-ground pools – pictures and specifications from the manufacturer
  - a. Pool - catalogue pictures and specifications from the manufacturer
  - b. Lockable Ladders – catalogue pictures and specifications from the manufacturer
  - c. Site or Plot Plan (signed zoning waiver if allowed)
  - d. Contract for Fencing showing the gates, if applicable

## **What other Approvals might be needed?**

A Swimming Pool and Spa will need a signoff from the Conservation Department that there are no wetlands nearby; you must talk to them before a permit is approved.

All Building Permits need signoffs from the Tax Collector, Assessor and DPW before we issue the Permit.

In-ground and above ground (semi-permanent) pools may need Electrical permits for grounding and pump wiring.

The in-ground pool will need an excavation inspection and an as-built Site Survey or Plot Plan to show where it is actually installed.

### **Are Barriers to the Pool area required?**

Swimming Pools and Spa's need a 4' high fence around the pool area.

Any gates in the fence around the pool area must be self-closing, self-latching and the latch must be 54" above the ground.

Any house doors that lead directly into the pool area must have chimes on the doors.

In-ground pools under construction need to be protected from unauthorized entry if they fill up with rain water.

If you are installing an above-ground pool and don't plan on fencing your pool area, then you must use a lockable ladder to control access into the pool.

### **What codes and regulations apply for Pools and Spas?**

We follow the 2015 International Swimming Pool and Spa Code under the State of Massachusetts 9<sup>th</sup> Edition of the Building Code.

This FAQ is a simplified description of the code, more specific details may apply.

### **What other requirements are there for Pools?**

Temporary Pool motors must be plugged into a GFCI outlet.

### **When can I use the Pool or Spa?**

A Pool or Spa cannot be legally used until it has had its final inspection from the Building Inspector. This occurs after the pool is completed and inspected by the Electrical inspector first.

### **Why are there so many rules and regulations for Pools and Spa's?**

*Nearly 4100 children die every year in accidents!*



# **CERTIFICATE OF OCCUPANCY 2021**

## **Do I need a Certificate of Occupancy**

1. Maybe. A CofO is issued for new space, a change of use or upon request. If an existing space is remodeled, it may not necessarily require a CofO and one will not be issued, whereas an addition would require one. Consult with the Building Commissioner.

## **What do I need to get a Certificate of Occupancy?**

1. If you don't have a Certificate of Occupancy for an existing building, you can apply for one through a separate application at the Town website.
2. If you need one for a new job you must get all inspections completed in the following sequence;
  - a. All rough Inspections from Building, Plumbing & Electrical
  - b. All Town Department Inspections such as Fire, Health, Conservation or other
  - c. All signoffs from the DPW and Tax Collector to verify that no final fees are due
  - d. Inspection and Signoff from the Assessor.
  - e. Signoff from the Building Inspector.

# Residential Decks & Exterior Stairs 2021

- **Where does this Guide apply?** 1 & 2 Family Homes Only. Commercial, Multi-Family, Multi-Level and Decks with Roofs have different requirements.
- **What are the rules to follow?** The Massachusetts State Building Code is the 2015 IRC, Section R507. Additional guidance comes from the Document **DCA6** by the American Wood Council where the State Building Code is silent on an issue; (<http://www.awc.org/pdf/codes-standards/publications/dca/AWC-DCA62015-DeckGuide-1804.pdf>)
- **Are there special rules for the Beach?** Decks on Salisbury Beach require stainless steel Hangers and Fasteners (Salisbury Beach area is ANY property east of Old County Way). This is a part of the FEMA NFIP requirements.
- **What about footings at the Beach?** Decks at the beach may also require special footings and approval from the Conservation Commission.
- **Do Plans need to be provided with the Permit Application?** Yes. Submit scaled Construction Plans that show specific and substantial detail on materials to be used – how many joists and beams, what size joists and beams, what size and how many footings, fasteners, etc. (see attached).
- **Is a Site Plan/Plot Survey required as well?** Maybe. A Site Plan may be required (see attached) to verify conformance to Zoning and verify Wetlands and Flood Zone jurisdiction. If evidence can be provided to show that the deck is more than 2x the setback distance required, and that there is no wetlands or flood zone in the vicinity, then a zoning waiver can be submitted in lieu.
- **Is anything exempt from Zoning?** A landing, no greater than 25 sf, and stairs are exempt from zoning setbacks when used for egress only.
- **What size footings should be used?** Footings shall be minimally sized as follows;
  - A 10" sonotube per 30 sf of Deck
  - A 12" sonotube per 50 sf of Deck
  - A 16" sonotube per 80 sf of deckFootings are sized based upon 1500 psf soil bearing, 10 psf dead load and 40 psf live load.
- **What about handrails and guardrails?** Bottom-notched handrail posts are NOT allowed, and all posts must be counter-blocked into the framing. Posts cannot be installed on the outside of the band joists without a tieback connection to prevent rotation. Follow guidelines from DCA-6.
- **Do I need a handrail on the stairs?** Provide a single continuous and grippable handrail, with returned ends top and bottom, at all exterior stairs from deck.
- **How strong do guardrails and handrails need to be?** Rail posts must withstand 200lbs of load and the balusters must withstand 50lbs of load. Do not attach balusters with finish nails.

- **What about all of the connections between the lumber?** All connection points must have a hanger or bracket, no toe-nail only connections are allowed. (see attached articles)
- **Is blocking required?** Joist and beams ends must be constrained from twisting with blocking or appropriate connectors
- **Can 1 ½" long Joist Hanger Nails be used?** No. 1-1/2" 'Joist Hanger' nails are not allowed for the toe-nail connection on joist hangers and must be 2 ½" 10D min. per manufacturer's instructions (see attached Simpson details).
- **Is a Lateral Load hanger required even if the ledger board is screwed/bolted in?** Yes. Decks require Lateral Load Anchors, minimum of 2 ea. (or 4 ea. with alternate anchor) + 1 for each 10' feet of ledger in addition to normal attachment of the ledger board to the house.
- **How are the various products used correctly?** Follow Manufacturer's Recommendation for all Materials, including hangers, deck boards, etc.
- **Can a carrying beam be mounted to the side of the deck support posts?** No. All beams must sit atop the a support post or upon a notch in that post (see DCA6). Carriage or thru-bolted, side-mounting is NOT allowed.
- **How are support posts attached to the footings?** Posts must be anchored to, and separated from by a spacer bracket, the concrete footing. This can be a pier, sonotube, precast, Diamond pier or other type of foundation that is appropriate for your location.
- **How are Stair Stringers connected to the deck?** Stair Stringers must be tied to deck with Metal Connectors/Hanger (do not use strapping or vertical grained materials) which must be anchored to a header beam. Do not use strapping, plywood and other light materials and do not put a screw through to the end grain of the stringer.
- **Are open risers allowed?** No, they must be at least partially enclosed so that the largest gap is 4".
- **How long can the stars run?** The stringers may have a maximum 6'-0" unsupported horizontal run.
- **What inspections are required to build a deck?** The Building Department will view your excavation prior to pouring concrete to verify the proper depth and good soils. Once the deck is completed, the Building Department will also view the entire frame, guardrails and handrails, stairs and all other elements to ensure that the deck is constructed per code and this Guide.
- **Who asks for these inspections?** It is the responsibility of the Applicant, either Homeowner or Contractor, to call the Building Department office at 978-462-7839 to schedule each inspection and allow access. Please call at least the day ahead so that we can be sure to fit it into the schedule.
- **When can the deck be used?** Once the final inspection has been completed and the Building Department issues a Certificate of Occupancy, the deck can then be used.

# PERMIT APPLICATION CHECKLIST 2021

## ADDRESS

KEY	✓	Accepted	X	Not Accepted (Correct & Submit)	NA	Not Applicable
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## REVIEW/APPROVAL STATUS

☐ APPROVED
 ☐ RETURNED FOR CORRECTIONS
 DATE: \_\_\_\_\_

☐ DENIED

## ADMIN PRE-CHECK

### \* ☐ Homeowner is Applicant

☐ Major Project  
☐ Minor Project

### APPLICATION FORM INFILL

☐ Section 1.3: Zoning District  
 \* ☐ Section 2.1: Homeowner Email for Contact  
☐ Section 3: Number of Units in Whole Struct  
☐ Section 1.6: Water Supply

### APPLICATION FORM PAGES

#### HOMEOWNER ONLY

\* ☐ Pg 3: WC Insurance Exemption #3 or #4  
 \* ☐ Pg 5: Homeowner License Exemption  
 \* ☐ Pg 6: Solid Waste Disposal Affidavit

### TASKING

☐ Assessor, Tax, DPW
 ☐ ConCom

### Contractor is Applicant

☐ 1&2 Family Form  
☐ Commercial Form

\* ☐ Section 3: Work Checkbox  
 \* ☐ Section 3 :Description of Work  
 \* ☐ Section 1.6: Flood Zone  
☐ Section 1.8: Sewage Type

#### CONTRACTOR ONLY

\* ☐ CSL, HIC Copies  
 \* ☐ Signed Contract Copy  
 \* ☐ Pg 3: Workers Comp Certificate  
 \* ☐ Pg 4: Solid Waste Disposal Affidavit

☐ Planning

## INSPECTOR CHECK

### ☐ CONSTRUCTION DRAWINGS

☐ Two (2) paper copies (11"x17")  
☐ Electronic/PDF plans uploaded  
☐ Basement/Foundation Plan showing Radon System  
☐ Floor Plans (all floors) ☐ Incl Attic, Bsmt  
☐ Cross Section showing Thermal Envelope  
☐ Elevations  
☐ Fire Department Approval Stamp  
☐ Smokes/CO's indicated per code  
☐ Rooms Identified  
☐ Existing Grade Elevation

### ☐ STRUCTURAL FRAMING PLANS

☐ All Floor levels ☐ Roof/Attic incl.  
☐ Calc Sheets provided for all Engineered elements (Trusses, LVL's, AJ's, etc.)

### ☐ BRACED WALL DESIGN (R106.1.3)

☐ Braced Wall Lines shown (R602.10.3.1) ☐ Portal frames location shown (R602.10.6.4)  
☐ Braced Wall Panels identified (R601.10.3.1) ☐ Portal frame detail provided (R602.10.6.4)  
☐ Wall Seam Blocking shown (R602.10.10) ☐ Rafter Tail Blocking shown (R602.10.8.2.1)

### ☐ 2 FAMILY

☐ Demising/Fire Wall Detail (R302.2) ☐ UL# Reference Design indicated  
☐ Roof, Wall & Floor Intersection Details shown

### ☐ DECKS

☐ Complete Framing Plan shown ☐ Complies w/Salisbury Guidelines

\_\_\_\_ Footing Qty, Type & Depth Shown  
\_\_\_\_ Y Bracing for Lateral Movement (R507.1)  
\_\_\_\_ Lateral Load Connectors (R507.2.4)  
\_\_\_\_ Beams post dead load on posts (R507.5)

\_\_\_\_ Deck ledger incl Point Loads (R507.2)  
\_\_\_\_ Deck Beam Shown (R507.6)  
\_\_\_\_ Stainless Steel Connectors for Beach Area  
\_\_\_\_ Metal Connectors where Req'd

☐ **SITE/PLOT PLAN**

\_\_\_\_ Prepped by RGD  
\_\_\_\_ Setbacks and Dimensions Provided

\_\_\_\_ Zoning Waiver Req'd  
\_\_\_\_ Flood Zone & Line shown

☐ **ADDITIONAL DOCUMENTS**

\_\_\_\_ HERS Preliminary Analysis

\_\_\_\_ Condo Assoc. Approval Letter

☐ **BOARDS/DEPARTMENT APPROVALS**

\_\_\_\_ Conservation Commission

\_\_\_\_ RDA/NOI w/Registry Stamp

\_\_\_\_ Health Department

\_\_\_\_ Septic Approval Letter

\_\_\_\_ ZBA Variance/Special Permit/Other

\_\_\_\_ Decision w/Registry Stamp

\_\_\_\_ Planning Board Site Plan

\_\_\_\_ Decision w/Registry Stamp

\_\_\_\_ Inclusionary Housing Agreement

☐ **Flood Zone/Coastal Dune Project Documents**

\_\_\_\_ FEMA Substantial Improvement Worksheet

\_\_\_\_ Flood Zone Exemption Doc (LOMA, etc)

\_\_\_\_ V Zone engineering Certificate

\_\_\_\_ FEMA NFIP Firmette copy

☐ **Other**

\_\_\_\_ **A**

\_\_\_\_ **B**

# GENERAL PERMIT NOTES

6/30/2020

ADDRESS

- ☐ Keep the original copy of Permit, all Approved Drawings and other Application Documents on site at all times  
Failure to have submittal documents on site is grounds for a failed inspection
- ☐ An surveyed as-built of the foundation location must be submitted and approved before framing can start
- ☐ A **Letter of Approval** from the Design Professional of Record must be submitted **PRIOR** to rough inspections and state the the structure has been inspected and constructed in accordance with their design.
- ☐ Final Approval by the Building Department will require that all listed Departments have signed off the card **FIRST**
- ☐ Notes on the stamped and approved drawings shall be completed and inspected for compliance
- ☐ Elevation Certificate - Must be Provided for a Flood Zone projects **PRIOR** to Occupancy inspection for review and approval
- ☐ HERS Final Report - Must be provided PRIOR to Occupancy Inspection, for Review and Approval

## FRAMING

- ☐ a. Framing - shall comply with all provisions of **R602.10 Wall Bracing**. Plans shall show braced wall lines, braced wall sections, wall sheathing seam blocking, rafter tail blocking, portal frame details, etc.
- ☐ b. Portal Frame anchor plates/straps, sheathing layout, and nailing patterns shall be visually inspected **PRIOR** to siding
- ☐ c. Ridge Plates/Beams shall be no less than full depth of end/plumb cut of rafters, add blocking as needed
- ☐ d. Multi-ply beams (LVL, 2x, etc.) - must have connection details provided for verification at rough inspection
- ☐ **Decks and Exterior Stairs** must follow Salisbury Deck Guidelines (available online).
- ☐ All work must comply with the current **Stretch Energy Code**, including Mandatory elements.
- ☐ **Mechanical/Sheet Metal** work shall be permitted and inspected **PRIOR** to rough frame inspection
  1. Vapor Barrier and Insulation on Ducts shall be sealed at all joints and to backside of finish materials
  2. Bathroom Exhaust's shall be hard, smooth walled pipe and cannot be placed into a vented soffit.
  3. Bathroom ducts shall be hard, smooth walled pipe per code
  4. Bathroom/Laundry exhausts shall be installed for inspection prior to Rough Frame inspection
- ☐ Habitable spaces **shall not** be occupied prior to issuance of Cert. of Occupancy
- ☐ The Building **Address Numbers** must be installed, per code, prior to Occupancy
- ☐ A passive **Radon System**, including pipe labeling is required per Mass Code Amendment, effective 1/2/2015.  
Radon system shall include electrical outlet in attic for fan, caulking of all concrete slab joints.
- ☐ **Retaining Walls**, taller than 4'-0" from bottom of lowest course, shall be permitted with technical specifications
- ☐ All Air Conditioning **(AC) Condensors** shall have locking caps on refrigerant access points
- ☐ An inspection is required for the special screw pattern (6" oc) for garage ceilings below habitable spaces
- ☐ Toilet Facilities must be provided onsite for all Construction Crews
- ☐ No Work, including deliveries, is to occur prior to 7 am.

Notes

THE APPLICANT IS RESPONSIBLE FOR ENSURING COMPLETION OF ALL WORK TO APPLICABLE BUILDING CODES, GENERAL NOTES AND COMMENTS, AND PERMIT SPECIFIC DOCUMENT NOTES AND COMMENTS