

SALISBURY PERMIT CHECKLIST 2021

REGISTRATION

APPLICANT REGISTRATION

- CONTRACTOR** ☐ * Copy of Current Construction Supervisors License (CSL) attached
☐ * Copy of Current Home Improvement Contractors Registration (HIC) attached
☐ * Copy of Current Insurance Certificate (WC) showing MA Workers Comp coverage
Insurance Certificate shall list 'Town of Salisbury' as additional insured
- HOMEOWNER** ☐ Indicate Homeowner Status on WC Affidavit

ONLINE PERMIT APPLICATION

MISCELLANEOUS

- ☐ * Applicant has selected correct form for 1&2 Family v. Commercial
☐ Applicant has selected correct Sub Type of Application form
☐ * Applicant has provided a Work Description that is accurate and Concise
for minor projects identify quantities of windows, doors, etc.

PROJECT SITE INFORMATION

- ☐ * Source of Water Supply Type (Town/Well) is identified
☐ * Flood Zone for Project has been identified, if applicable
☐ * Source of Sewage Disposal Type (Muni/Septic) has been identified
☐ Primary Zoning District has been selected
☐ Applicable Secondary Zoning District has been identified
☐ * Identified if Project is within Ring's Island Preservation District
☐ * Selected Unit # w/in Project Worksite Structure (Condos, Apartments, etc.)
☐ * The Owner of Property's Phone # has been provided
☐ The Owner of Property's Email Address has been provided

DESCRIPTION OF PROPOSED WORK

- ☐ Identify the Number of Dwelling Units within the Entire Structure/Building
☐ * Applicant has identified site of disposal/container company
☐ * Applicant has identified site of disposal/container company address
☐ * Applicant has identified status of applicable Workers Compensation Insurance

ESTIMATED CONSTRUCTION VALUE

- ☐ * Applicant has provide accurate and complete Work Value of the Building Permit Work
☐ * Applicant has provide Work Value of Trade's work
Work Value is the value v. cost of the work as per the Instructions incl. OFCI Subs and Materials

SUBMITTAL REQUIREMENTS

- ☐ * Copy of Contract is Attached to Application
Contract must be signed by Owner, Clearly State Scope of Work
☐ * Copy of Construction drawings are Attached
Must be provided for major projects, see Permitting Instructions for Content
☐ Additional Documentation as Required is Attached
may include HERS, Site Plan, Elevation Cert., etc.

SUBMITTAL DOCUMENTS

CONTRACT

- ☐ * Contract - Signed by Owner
☐ * Contract - Complete and Accurate scope defined in writing
☐ Contract is compliant with HIC requirements

CONSTRUCTION DRAWINGS

	<input type="checkbox"/>	Required for All Major Projects
	<input type="checkbox"/>	If submitted by Arch/Eng. or RGD, must provide wet, State stamp
	<input type="checkbox"/>	Drawing sets shall be provided as a single, combined PDF file
	<input type="checkbox"/>	Each page shall be numbered and addressed
	<input type="checkbox"/>	Drawing shall be complete enough to show code compliance
	<input type="checkbox"/>	Drawings shall be neat, legible and readable
	<input type="checkbox"/>	Indicate on Drawings the Wind Load, Snow Load used for a design basis
	<input type="checkbox"/>	Indicate Exposure Category if other than 'B'
FLOOR PLANS		
	<input type="checkbox"/>	Floor Plans for all Levels provided, incl. Attic, Basement
	<input type="checkbox"/>	Foundation Plan provided with Radon System indicated
	<input type="checkbox"/>	Floor Plan - All Rooms labeled for proposed Use
	<input type="checkbox"/>	Identify safety glazed openings where required by code
SMOKE/CO	<input type="checkbox"/>	Floor Plan - Smokes/CO's shown, per code, on Drawings
CROSS SECTION	<input type="checkbox"/>	Cross Section - Floor Elevations shown and referenced to actual avg. grade provided
	<input type="checkbox"/>	Cross Section - Overall height of structure, to actual avg. grade, provided
	<input type="checkbox"/>	Cross Section - Full thermal envelope shown and labeled; meets HERS Analysis
ELEVATIONS	<input type="checkbox"/>	Provide elevation views of all sides.
FRAMING		
	<input type="checkbox"/>	Framing plans for all levels is provided, incl attic/roof
	<input type="checkbox"/>	All Framing members are identified on the drawing
	<input type="checkbox"/>	Provide engineer-stamped calc sheets for any pre-engineered members <i>this includes, trusses, LVL's, AJS, Plams, etc.</i>
	<input type="checkbox"/>	Pre-engineered elements identified, labeled to match calc sheets
	<input type="checkbox"/>	Roof/Attic framing plan provided
BRACED WALLS	<input type="checkbox"/>	Braced Wall lines identified per R106.1.3, per each floor
	<input type="checkbox"/>	Braced Wall panel sections identified, total length, per floor
	<input type="checkbox"/>	Portal Frames located/labeled location as required
	<input type="checkbox"/>	Portal Frame Detail, provided/labeled (R602.10.6.4)
	<input type="checkbox"/>	Sheathing Seam Blocking shown on Cross Section (R602.10.10)
	<input type="checkbox"/>	Rafter tail blocking shown on Cross Section (R602.10.8.2.1)
DECKS/EXT STAIRS		
	<input type="checkbox"/>	Provide complete framing plan for each deck/exterior stairs provided
	<input type="checkbox"/>	Note & Label each framing member type
	<input type="checkbox"/>	Comply with Salisbury Decking Guidelines
	<input type="checkbox"/>	Show Number and size of foundation footings/piers
	<input type="checkbox"/>	Show Lateral 'Y' bracing (R507.1) on elevation for decks over 30" high
	<input type="checkbox"/>	Show lateral load connectors, type and qty, as required (R507.2.4)
	<input type="checkbox"/>	Show deck ledger with fasteners location and quantity
	<input type="checkbox"/>	Show deck beam size and placement details shown (R507.6)
	<input type="checkbox"/>	Show deck post connection to deck beam shown (R507.5)
HANDRAILS/GUARDRAILS		
	<input type="checkbox"/>	Show guardrails to be used
	<input type="checkbox"/>	Show handrails to be used
	<input type="checkbox"/>	Show continuous handrail on stairs
ENERGY		
	<input type="checkbox"/>	Provide cross-section showing gull and compete thermal envelope
	<input type="checkbox"/>	Indicate on drawings that headers are to be insulated to R3 per code

☐ Show/Notate Solar Ready Zone on roof

ADDITIONAL NOTATIONS

☐ Show/Notate Radon System, if applicable

SITE PLAN

- ☐ Provided with stamp from Licensed Surveyor/Site Engineer
- ☐ Shows all property line distances from structures
- ☐ Show Distances between structures, site items such as septic fields
- ☐ Show/label Flood Zone lines, consistent with NFIP Maps
- ☐ Show/Label actual Property Elevations @ Structure
- ☐ Label with Legal Site Address, Date (A Lot # is NOT acceptable)

FLOOD ZONE/NFIP COMPLIANCE

- ☐ Provide Elevation Certificate of Existing Conditions
- ☐ Provide Elevation Certificate of Proposed Construction
- ☐ Provide original/complete Substantial Improvement Worksheet
- ☐ Provide original/complete V Zone Design Certificate
- ☐ Provide FEMA NFIP Firmette
- ☐ Provide copy of accepted Flood Zone exemption (LOMA, LOMR, etc.)
- ☐ Construction Drawings must show coordinating Actual, BFE and DFE Elevations

APPROVAL DOCUMENTS

- HERS ANALYSIS** ☐ Provide complete HERS Report with score and construction details
- CONDO ASSOC.** ☐ Provide Letter of Approval from Condo Association (if applicable)
- AFFIDAVITS** ☐ Provide Construction Control Affidavits (Townhouse, Comm, >35,0000 cf, IBC)
- DEMISING WAIVER** ☐ Provide, if allowed, for Abv Grnd Pools, Sheds and Fences only
- CONSERVATION** ☐ ConCom - Attached signed & approved copy of any decision issued from ConCom
- ENVIRONMENTAL PRESERVATION** ☐ Provide written evidence of approval or waiver (if applicable)
- PLANNING** ☐ Provide copy of signed & recorded Site Plan Review (if applicable)
- ☐ Provide copy of signed & recorded Inclusionary Housing Agreement (if applicable)
- ZBA** ☐ Provide recorded copy of any decision (variance, finding, special permit)

CONSTRUCTION DOCUMENTS

- ☐ Applicant will submit as-built of foundation location and elevation
- ☐ Applicant will provide Letter of Approval from RGD (where applicable)
- ☐ **Final Elevation Certificate**
- ☐ **Final HERS Rating Report**

TWO FAMILY/TOWNHOUSE

- ☐ Provide Demising/Fire Wall detail (R302.2)
- ☐ Provide Reference UL Design basis
- ☐ Provide Fire Wall details at roof, exterior wall and floor pass thru