

## **BUILDING DEPARTMENT APPLICATION REQUIREMENTS**

**BEFORE A BUILDING PERMIT MAY BE ISSUED, THE FOLLOWING MUST BE SUBMITTED:**

- 1. One (1) completed building permit application including copy of Massachusetts Construction Supervisor's License and Home Improvement Contractor registration and insurance.**
- 2. Two (2) copies of blue prints containing front, side and rear elevations with dimensions. A foundation plan and first and second floor plans with dimensions. Front elevation shall show overall height from grade. Structural framing plans shall include beams and engineering stamp for lengths and sizes not included in State Building Code. Door and window sizes shall be shown and U-values noted. Include a building or wall section with all materials specified.**
- 3. The applicant is responsible for obtaining approvals from the following Boards/Commissions prior to the issuance of a building permit: Engineering Department – Planning Board – Board of Health – Conservation Commission – Fire Department – Department of Public Works.**
- 4. One (1) copy of a certified plot plan (not mortgage plan), prepared by Registered Land Surveyor, indicating location of the septic system, as well as all dimensions for proposed and existing structures with distance from all lot lines. (Grading when required by Engineering; New Construction 2'-0" Contours)**
- 5. THESE DRAWINGS MUST BE LABELED, LEGIBLE, AND DRAWN TO SCALE.**
- 6. Septic System Certificate from Board of Health indicating approval of same. Approved well report or water agreement.**
- 7. A receipt of recording from the Registry of Deeds for all variances and special permits granted from the Board of Appeals for property not meeting zoning requirements.**
- 8. Building permit fees are to be paid PRIOR to the issuance of a permit.**
- 9. FOR COMMERCIAL BUILDING PERMITS: Three (3) complete sets of Architectural plans, including site plans with landscaping, parking and lighting plans. Utility and sanitary plans must be submitted to include all engineering plans, structural details and design load calculations and specifications, and stamped and signed by a registered Architect or Engineer. Buildings, which contain over 35,000 cu. ft., shall be approved under "Controlled Construction" affidavit submitted with plans. Reports are bi-weekly at minimum.**