



# TOWN OF STOUGHTON -ENGINEERING DEPARTMENT-

Town Hall  
10 Pearl Street, 2<sup>nd</sup> Floor  
Stoughton, MA 02072

## **ENGINEERING DEPARTMENT PERMITTING PROCEDURES FOR -RESIDENTIAL NEW CONSTRUCTION-**

### **FILING FOR A BUILDING PERMIT:**

PRIOR TO THE ISSUANCE OF A BUILDING PERMIT BY THE BUILDING DEPARTMENT, THE FOLLOWING PROCESS MUST BE COMPLETED THROUGH THE ENGINEERING DEPARTMENT:

1. Applicant submits **complete application package** in accordance with the Application for Residential New Construction. It is recommended that the plans be prepared in accordance with the Building Permit Plan Checklist and the sample plans on file at the Engineering Department. To aid in the design process, please obtain a copy of our department's Foundation Design Policy.
2. The Engineering Department will then distribute one (1) complete application package to the Engineering Department, Conservation Commission, Planning Board, Department of Public Works and the Board of Health.

*Note: If the building is serviced by an on-site sewage disposal system (OSDS), a separate filing and permitting process for the OSDS is required through the Board of Health. If the building is serviced by municipal sewer, a Sewer Connection Permit is required through the Engineering Department. (see the Sewer Connection Permit permitting process below)*

3. All review comments from the various departments are then submitted to the Engineering Department. The Engineering Department shall compile all comments and issue an APPROVAL LETTER or a REQUEST FOR REVISIONS letter to the applicant.
4. If a REQUEST FOR REVISIONS letter is issued by the Engineering Department, the applicant shall submit three (3) copies of the revised plans along with a PDF.
5. The Engineering Department will review the revised plan and shall issue an APPROVAL letter when all revisions have been addressed. If additional plan revisions are requested, a (\$50) review fee is required per revised plan submittal.
6. Upon receipt of a copy of the APPROVAL letter and approved plan, the Building Department will issue the Building Permit for endorsement from the applicable departments. Please note that if the project received approval through the Conservation Commission and requires Erosion Control Measures, then the erosion control measures shall be installed and inspected by the Environmental Affairs Officer prior to his endorsement of the Building Permit.
7. There is an application enclosed for a **Municipal Water Connection** please fill out and submit to **Department of Public Works** for Selectmen Approval.

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## **SEWER CONNECTION PERMIT (If Applicable):**

1. After a Building Permit is issued, a LICENSED contractor in the Town of Stoughton shall submit a Sewer Connection Permit Card, Trench Permit Application and the appropriate fees. For new construction, the following fees apply:
  - Permit Fee = \$250
  - Inflow & Infiltration (I &I) Fee = \$3/Gallon (\$330/ Bedroom)
  - Trench Permit = \$50
2. After the sewer piping and trench have been inspected, the contractor will be required to schedule a BALL TEST with the Engineering Department to ensure the sewer line is working properly.

### **Notes:**

1. The contractor shall coordinate with Engineering for the proper inspections. 24-HOUR NOTICE FOR INSPECTIONS is required unless there is an emergency situation.
2. A Road Opening Permit may be required through the Department of Public Works. The applicant is encouraged to meet with the Public Works Department prior to construction to ensure all proper permits are acquired.

## **FOUNDATION AS-BUILT PLAN:**

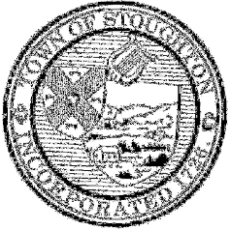
1. After the foundation is constructed, the applicant shall submit two (2) Foundation As-built Plans to the Engineering Department for review. The Engineering Department will review the as-built conditions of the foundation for substantial compliance with the previously submitted design plans. It is highly recommended that the engineer obtain a copy of the Engineering Department's Foundation As-built Plan Checklist prior to submitting the plans.
2. When the plan is approved, the Engineering Department will sign and date plan with our approval and forward a copy to the Building Department.
3. After receiving approval of the foundation as-built plan from the Building Department, the contractor can proceed with all other site work.

## **FINAL AS-BUILT PLAN:**

1. After ALL construction work is completed; the applicant shall submit three (3) Final As-built Plans and a PDF to the Engineering Department for review.
2. The Engineering Department will review the Final As-built Plan for substantial conformance with the originally approved Building Permit Plan. At this point, The Engineering Department shall compile all comments and issue an APPROVAL letter or a REQUEST FOR REVISIONS letter to the applicant.
3. If a REQUEST FOR REVISIONS letter is issued by the Engineering Department, the applicant shall submit revised plans with the appropriate revised plan fee, three (3) additional copies and a PDF. The Engineering Department will review the revised plan and shall stamp and sign the plan when all comments are addressed.
4. Upon receipt of a copy of the approved plan, the Building Department will issue a Certificate of Occupancy card for endorsement to applicable departments.

### **NOTE:**

The applicant is encouraged to obtain copies of the plan checklists to expedite the review and approval process.



**TOWN OF STOUGHTON**  
**-ENGINEERING DEPARTMENT-**

FEE = \$250

**APPLICATION FOR APPROVAL OF RESIDENTIAL NEW CONSTRUCTION PERMIT**

**OWNER:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Signature: \_\_\_\_\_

**APPLICANT:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Signature: \_\_\_\_\_

**SITE INFORMATION:**

Address: \_\_\_\_\_

Sewer/ Septic: \_\_\_\_\_

Assessor Map/ Lot: \_\_\_\_\_

# Bedrooms: \_\_\_\_\_

Public Water/ Private Well \_\_\_\_\_

Wetlands on property (Y/N) \_\_\_\_\_

**SUBMITTAL CHECKLIST:**

- \* Application Fee- \$250.00
- Application signed and filled out properly
- Three (3) Copies of Site Plan (Please reference Residential Building Permit Plan Checklist)
- PDF of Site Plan
- Well Pump Test Results (If applicable)

**\* Includes initial plan review with one follow-up review and witness of Foundation Test Hole.**

**NOTES:**

1. Applications shall not be processed until a completed application package has been received.
2. If any wetland resource areas are located within 100' of the project, additional permitting through the Conservation Commission may be required. Approval through this office will not be issued until all required approvals through the Commission have been granted.
3. Prior to the issuance of a Certificate of Occupancy, a Final As-built Plan shall be submitted to this office for review. Please reference the Residential Final As-built Checklist for plan requirements.
4. If a site is proposed to be serviced by a private well, the well permit must be obtained by the Board of Health prior to final approval from this office.
5. Contractor shall coordinate with the Engineering Department for all required inspections. 24-hour inspection notice is required.
6. The site contractor will be required to obtain a Sewer Connection Permit and Trench Permit prior to construction. The following fees will be required at that time:
  - A. Sewer Connection Application Fee - \$250
  - B. I & I Fee - \$3/Gallon (\$330/ bedroom)
  - C. Trench Permit Fee - \$50
7. A Foundation Test Hole and groundwater determination is required for all applications.
8. Contractor shall schedule a Ball test with the Engineering Department after the sewer piping and trench have been inspected.

- STOUGHTON ENGINEERING DEPARTMENT -  
**RESIDENTIAL BUILDING PERMIT PLAN CHECKLIST**  
(APPLICABLE TO NEW CONSTRUCTION ONLY)

OWNERS NAME: \_\_\_\_\_ SITE ADDRESS: \_\_\_\_\_  
ENGINEER'S/ SURVEYORS NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

**NOTES:**

1. The following checklist is not all-inclusive, but is generally representative of what is required for a typical plan.
2. Engineering approval will not be granted if the information described above is not shown on the as-built plans. This Department reserves the right to waive any of the plan requirements is deemed appropriate.
3. If field conditions require changes to the approved site plan, the changes should be shown on a revised site plan for approval prior to construction. Changes can be approved in the field at the Town Engineer's discretion.
4. The proposed work is located in a buffer zone to wetland resource area, then additional permitting through the Conservation Commission is required.
5. If the lot is located on a Paper Street, then additional permitting through the Board of Selectmen is required.
6. If the lot is located on a Scenic Road, then additional permitting through the Planning Board will be required.

**General Plan Information:**

- Plan Stamped by Professional Engineer and Professional Land Surveyor.
- All pertinent site features shown and labeled.
- Plan Scale no smaller than 1"=40'. Scale is noted on plan.
- Original Plan Date and Revision Dates on plan.
- Owner and Applicant are noted on plan
- Assessor's Information, Deed Book and Page, and Property Address are noted
- Assessor Map and Lot for abutting properties is labeled on plan
- Zoning District and Overlay Districts Shown
- Zoning Chart Provided depicting "required vs provided" criteria (setbacks, lot area, frontage, Shape Factor, Lot Width, Lot Depth, Building Height, Building Area, Open Space)
- Requested or previously approved Variances or Waivers listed on plan.
- Roadway name, width, and status (public or private).
- North Arrow
- Legend
- Site Benchmark and Datum. Benchmark compares to surrounding terrain.
- Locust Plan showing nearest intersecting street
- Property lines and Easements Shown with Bearing and Distances.
- All monuments found or to be set are labeled.
- Lot Area and Contiguous Upland Area. Check area with assessor database.
- Size of building labeled on plan and setbacks to property lines shown.
- All State and Town regulated Wetland Resource Areas and Buffer Zones shown on plan.
- All flood plains shown on plan or noted if there are no flood zones located on the property. Reference Community Panel Number in notes.
- All Water Resource Protection Areas shown (Zone 1, Zone II, Zone III, etc.)
- Existing topography is shown and labeled appropriately. Contour intervals of two feet or less.
- Dig safe note provided on plans.

**Driveways:**

- All driveways shall be labeled on the plan as paved or gravel
- Label and show sidewalks
- All driveways shall conform to AAB requirements
- Driveways shall be as close perpendicular to street
- Driveways shall be at least 5 feet from property lines

- Show elevation of centerline of roadway and edge of pavement closest to building
- Show driveway elevation at gutter line
- Show driveway elevation of back of walk
- Show driveway elevation at layout line
- Show driveway elevation at garage
- Driveway grades shall be 3% for first 25' from roadway, shall not exceed 12%. Level area provided in front of garage.
- Driveways shall be final paved to the elevations shown on the approved site plan prior submittal of as-built plans.
- Slopes greater than 3:1 abutting edge of driveway will require guardrail

**Utilities:**

- Show all utilities within lot boundaries including but not limited to water, sewer, gas, drainage, perimeter drains, electric telephone, cable, TV, etc.
- Avoid utility crossings where feasible.
- Show all utilities within roadway layout for entire frontage (drain, sewer, water, gas, underground electric, telephone and cable lines, utility poles, hydrants, catch basins, gate valves, manholes, etc.)

**Water Services/ wells:**

- Label water service and material type
- Minimum water service size is 1" unless approved by Water Department
- Minimum cover over water is 5 feet
- All water services shall have curb stop installed on owner's side of the property line
- Note provided stating that tracer wire shall be connected to the existing curb stop tracer wire
- Note provided stating that water service shall be seamless from main to curb box and from curb box to the foundation.
- Swing ties to shut off valves should be obtained prior to backfilling (swing ties required on as-built)
- Sewer and water service separation – 10' minimum horizontal. Dimensioned or noted on plan.
- Show existing well if applicable
- Submit approved well permit from Board of Health and pump test

**Drainage/ Grading/ Erosion Controls:**

- Proposed contours and grading are shown and labeled appropriately. Contour intervals of two feet or less.
- If roof drains are proposed, 10' separation to slab and 20' separation to foundation. 2' vertical separation to seasonal high ground water table. Sizing calculations must be submitted.
- Construction detail provided for all underground drainage systems
- Any slopes greater than 3:1 shall specify slope stabilization measures.
- Retaining Walls shown. Top and Bottom of Wall depicted on plan. Construction detail provided. Retaining walls over 4' high require a stamped structural design by a Registered Structural Engineer.
- Top of foundation and garage slab elevations are labeled on the plan.
- Top of foundation elevation must be 2' min. above centerline of roadway at centerline of foundation.
- Foundation Test Hole completed by DEP Approved Soil Evaluator and Witnessed by Town Official. Info is on the Plan.
- Adequate erosion control measures provided to prevent sediment from entering the roadway storm drains or abutting properties.
- 18" separation provided between bottom of cellar floor and seasonal high groundwater table
- Proposed grades demonstrate that stormwater runoff from property will not adversely affect abutting properties or drainage from or to the street. Swales or management system may be needed.
- Note shall be placed on the plans stating that "the proposed site grading shall not adversely affect abutting properties or the roadway drainage system".

**Sewer Services:**

Label sewer service (size and material). 6" minimum size from house to street.

- Sewer profile from foundation to main connection shown. Check for appropriate slopes (1-7%)
- Show pipe type, length, slope, and inverts elevation of the existing main being connected to
- Show all pipe inverts including but not limited to inverts at house, cleanouts, manholes, and connection to stub or main
- Sewer and water Service Separation – 10' minimum horizontal
- Wye cleanout provided 10' from house. One cleanout will be allowed in order to change direction but any other change in direction will require a precast manhole with rubber boots.
- Cleanouts shall be same size as pipe diameter and min. 6" diameter.
- Cleanouts shall be extended to within 6" of grade and capped.
- Maximum vertical drop without cleanout or manhole shall be 5 feet.
- Show ground or rim elevations at all structures including cleanouts.
- Ties to all manholes, cleanouts, and connection to main shall be obtained prior to backfill (ties will be required on as-built)
- No elbows with a larger angle than 45 degrees will be allowed.
- No saddles in new subdivision construction.
- Inside drop connection to manholes are not permitted unless approved by the Town Engineer
- Minimum of 3' cover over pipe.
- Flowable fill depending on pavement conditions (DPW determines this)
- Sewer/ Water Crossing w/ less than 18" vertical clearance shall be encased joints of sewer pipe with concrete. Any joint of the sewer pipe which falls within 10' horizontally from centerline of the water main or service shall be encased.
- Adequate clearance from bottom of slab to top of sewer pipe? 6" min. clearance recommended.
- Gravel for trench backfill shall not have stone greater than 4". Note provided.
- Standard details provided on plan:
  - Sewer cleanout
  - Sewer trench depicting ¾" crushed stone for pipe base
- Consult with Engineering Department for specifications regarding force mains and pumps.
- Residential force mains construction shall connect to manhole on private property, and then the connection shall flow by gravity to the existing main.
- Note provided on plans certifying that the sewer has been designed in accordance with the most current version of the "Stoughton Standards for Design and Construction of Building Sewers" and all other applicable state and town regulations.

**COMMENTS:**

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**- STOUGHTON ENGINEERING DEPARTMENT -  
RESIDENTIAL FOUNDATION AS-BUILT PLAN CHECKLIST**

OWNERS NAME: \_\_\_\_\_ SITE ADDRESS: \_\_\_\_\_  
ENGINEER'S/ SURVEYORS NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

**NOTES:**

1. The following checklist is not all-inclusive, but is generally representative of what is required for a typical plan.
2. Engineering approval will not be granted if the information described above is not shown on the as-built plans. This Department reserves the right to waive any of the plan requirements is deemed appropriate.
3. If field conditions require changes to the approved site plan, the changes should be shown on a revised site plan for approval prior to construction. Changes can be approved in the field at the Town Engineer's discretion.

**General Plan Information:**

- Plan Stamped by Professional Land Surveyor and Professional Engineer
- Roadway labeled, layout width, and status (public or private)
- Plan scale no smaller than 1"=40'. Scale is noted on plan
- Date of as-built survey noted on plan
- Plan Date and Revision Dates shown on plan
- Assessor Map and Lot for subject property and all abutting properties is labeled on plan
- Foundation setbacks dimensioned to property lines shown on the plan. Required setbacks are noted. Table form preferred.
- Zoning District and Overlay Districts Shown
- Foundation shown and dimensioned properly
- Top of Foundation elevation provided
- Centerline grades of roadway shown
- Previously approved Variances or Waivers listed on plan.
- North Arrow shown
- Site Benchmark and Datum shown on plan
- Property lines and Easements Shown with Bearing and Distances. Information matches approved building permit plan.
- All flood plains shown on plan or noted if there are no flood zones located on the property. Reference Community Panel Number in notes.
- Top of foundation elevation must be 2' min. above centerline of roadway at centerline of foundation.
- Certification Notes:
  1. "I certify that the structures, elevations and ties shown on this plan are in accordance with an actual survey made on the ground and that it conforms to the Zoning Laws of the Town of Stoughton."

**COMMENTS:**

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**- STOUGHTON ENGINEERING DEPARTMENT -  
RESIDENTIAL FINAL AS-BUILT PLAN CHECKLIST**

OWNERS NAME: \_\_\_\_\_  
ENGINEER'S/ SURVEYORS NAME: \_\_\_\_\_

SITE ADDRESS: \_\_\_\_\_  
DATE: \_\_\_\_\_

**NOTES:**

1. The following checklist is not all-inclusive, but is generally representative of what is required for a typical plan.
2. The as-built plan should clearly show all the information shown on the approved site plan and verify that the site conforms to the requirements of the approved site plan.
3. Engineering approval will not be granted if the information described above is not shown on the as-built plans. This Department reserves the right to waive any of the plan requirements is deemed appropriate.
4. If field conditions require changes to the approved site plan, the changes should be shown on a revised site plan for approval prior to construction. Changes can be approved in the field at the Town Engineer's discretion.

**General Plan Information:**

- As-built electronic files in Autocad format and PDF. CD provided or emailed.
- Plan Stamped by Professional Engineer and Professional Land Surveyor.
- Plan Scale matches approved design plan scale. Scale no smaller than 1"=40'.
- Plan Date and Revision Dates on plan.
- Owner and Applicant are noted on plan
- Assessor's Information, Deed Book and Page, and Property Address are noted
- Assessor Map and Lot for abutting properties is labeled on plan
- Zoning District and Overlay Districts Shown
- Size of building labeled on plan and setbacks to property lines shown.
- Requested or previously approved Variances or Waivers listed on plan.
- Roadway name, width, and status (public or private).
- North Arrow
- Site Benchmark and Datum. Benchmark compares to surrounding terrain.
- Property lines and all easements shown with Bearing and Distances.
- All State and Town regulated Wetland Resource Areas and Buffer Zones shown on plan.
- All flood plains shown on plan or noted if there are no flood zones located on the property. Reference Community Panel Number in notes.
- Label all pertinent site information (curbs, sidewalks, ramps, parking, fences, guard rail, landscaping, etc.)
- Surveyor's Certification note: *"I hereby certify that the information shown on this/ these plans accurately depicts field conditions based on an as-built survey (name of firm) performed on (date of as-built survey)"*
- Engineer's Certification note: *"I hereby certify that the as-built information shown on this plan is in substantial conformance with the approved site plans dated \_\_\_\_\_"*

**Driveways:**

- All driveways and sidewalks are shown and labeled properly
- All driveways curb cut areas conform to AAB requirements. Check slopes.
- Driveways located at least 5 feet from property lines
- Show elevation of centerline of roadway and edge of pavement closest to building
- Driveway grades meet approved design plan specifications.



**Utilities:**

- Show all utilities within lot boundaries and connection to utilities in roadway including but not limited to water, sewer, gas, drainage, perimeter drains, electric telephone, cable, TV, etc.

**Water Services/ Wells:**

- Water service location, size and type labeled on plans
- Curb box shown on plans
- Swing ties to all valves and curb boxes shown on plan
- Show existing well if applicable

**Drainage/ Grading:**

- Existing topography is shown and labeled appropriately. Final grades are similar to approved plans
- Roofs drain and drywells systems shown. 10' setback to slab and 20' setback to foundation maintained. 2' vertical separation to seasonal high ground water table.
- All slopes less than or equal to 3:1.
- Retaining walls shown. Top and bottom elevation of retaining wall labeled. Type of wall specified. Walls over 4' have certification from design engineer.
- Top of foundation and garage slab elevations are labeled on the plan.
- Top of foundation elevation checks to be 2' min. above centerline of roadway at centerline of foundation.
- 18" separation provided between bottom of cellar floor and seasonal high groundwater table
- All structure rim and invert elevations labeled
- Engineer's Certification note: "*The site grading shall not adversely affect abutting properties or the roadway drainage system*".

**Sewer Services:**

- All sewer work inspected by Engineering Department (trench, pipe, ball test, etc.)
- Sewer service location, size and material shown and labeled
- Sewer cleanouts and manholes shown and labeled
- Swing ties to all manholes, cleanouts, and connection to main shall be obtained prior to backfill
- Sewer profile from foundation to main connection shown. Sewer slopes check with approved design plan (1% min)
- Label all pipe inverts including but not limited to inverts at house, cleanouts, manholes, and connection to stub or main
- Sewer and water service separation – 10' minimum horizontal maintained
- Minimum of 3' cover over pipe provided unless force main connection.
- Note provided on plans certifying that the sewer has been installed in accordance with the most current version of the "*Stoughton Standards for Design and Construction of Building Sewers*" and all other applicable state and town regulations.

**COMMENTS:**

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