

FOR ALL 1 & 2 FAMILY PROJECTS

The following are considered to be the MINIMUM information for ALL permit applications

Please utilize this checklist to assure completeness

A.) Scaled drawings & details shall be submitted with each application proposing construction, reconstruction, addition, alteration or repair. The building official may waive the requirements for filing plans when the work involved is of minor nature.

B.) Scaled drawings & details shall indicate & describe all proposed work, including location, size, grade & quality of all materials & equipment to be used.

C.) PLOT PLAN

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

D.) FLOOR PLANS

- Floor plan of each floor and any intermediate levels including basements , crawlspaces, terraces, porches, garages, carports and decks
- Dimensions, location & materials of foundations, footings, columns, beams & piers (including any reinforcing)
- Direction & dimensions, spacing, species & grade of all framing members (floors, roofs, wall, partitions)
- Location of all walls, partitions, windows, stairs & doors
- Location & description of all electrical equipment and alarm devices
- Location & type of all heating and air conditioning (HVAC) equipment

E.) EXTERIOR ELEVATIONS

- Front, rear & side elevations including foundation depth and finish grades
- Location & dimensions of windows & doors (attach window/ door schedule)
- Description of exterior cladding or siding material
- Show exterior stair locations & dimensions
- Show chimney and vent locations

F.) DETAILS & SECTIONS

- Compliance paperwork for energy requirements: documents showing compliance with Appendix J. (attach papers showing one of the five methods)
- Sections through exterior walls showing details of construction from footing to the highest point of the building.
- Sections through shafts, landings & stairs- include framing details, tread, riser, headroom
- Describe location & dimensions of handrails & guardrails
- Sections through fireplaces & chimneys (show dimensions and clearances)
- Location & details of any roof trusses, glue-lam, or engineered lumber (include connection & bracing details and Mass. Professionals stamp on specification sheet)