

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 and 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 a minor nature.

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

(C.) PLOT PLAN

1. Property address, map and lot number, zoning district and overlays (wetland, floodplain, etc.)
2. Show well and septic locations (if applicable)
3. Location of lot lines, dimensions of lot, frontage
4. Locations and dimensions of public easements, public utility easements, railroad right-of-ways and established zoning setback requirements
5. Location and dimensions of primary and accessory buildings and structures
6. Existing and proposed grades
7. Location of utilities
8. Location of drainage including rain leaders
9. Location of curb cut and driveway

(D.) FLOOR PLAN

1. Floor plans of each floor and any intermediate levels including basements, crawlspaces, terraces, porches, garages, carports, and decks
2. Dimensions, locations, and materials of foundations, footings, columns, beams, and piers (include any reinforcing)
3. Direction, dimensions, spacing, species, and grade of all framing members (floors, roofs, walls, partitions)
4. Location of all walls, partitions, windows, stairs, and doors
5. Location and description of all electrical equipment and alarm devices
6. Location and type of all heating and air conditioning (HVAC) equipment
7. HVAC schematics (check with building inspector) {forward manufacturer's installation Instructions to Inspector before installing equipment} Manual J and Manual S required

(E.) EXTERIOR ELEVATIONS

1. Front, rear, and side elevations including foundation, depth, and finish grades
2. Location and dimensions of windows and doors (attach window/door schedule)
3. Description of exterior cladding or siding material
4. Show exterior stair location and dimensions
5. Show chimney and vent locations

(F.) DETAILS & SECTIONS

1. Compliance paperwork for energy requirements: documents showing compliance with 2015 IECC (attach documentation showing one of the methods of compliance)
2. Sections through exterior walls showing details of construction from footing to the highest point of the building (see attached)
3. Sections through shafts, landings, and stairs, including framing details, tread, riser, headroom
4. Describe location and dimensions of handrails and guardrails
5. Sections through fireplaces and chimneys (show dimensions and clearances)
6. Location and details of any roof trusses, glue-lam, or engineered lumber (include connection and bracing details and Massachusetts professional stamp on specification sheet)

(G.) Was a variance issued for this property? Yes \_\_\_\_\_ No \_\_\_\_\_  
Please check one of the above.