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 a minor nature.

B.) Scaled drawings & details shall indicate & describe all proposed work , including location, size, grade & quality of 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 (include 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
- ☐ HVAC schematics (check with building inspector) {forward manufacturer's installation instructions to inspector before installing 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 (see attached)
- ☐ 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)