

REQUIRED INFORMATION

FOR ALL 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 minor in nature.
- B) Scaled drawings and details shall indicate and describe all proposed work, including location, size grade and quality of materials and equipment to be used.

C) PLOT PLANS

- Property address; map and lot number, zoning district (wetland and floodplains).
- Location of lot lines, dimensions of lot and frontage.
- Location and dimensions of public easements, public utility easements, railroad right-of-ways and established zoning setback requirements.
- Location and dimensions of primary and accessory buildings and structures.
- Please include any and all information required for Zoning Compliance. (i.e.: parking, landscaping, elevations, etc.).

D) FLOOR PLANS

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

E) EXTERIOR ELEVATIONS

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

F) DETAILS AND SECTIONS

- Compliance paperwork for energy requirements: documents indicating compliance with Appendix J and section 3603.21 and/or Chapter 13. (For all **new buildings and additions** to existing buildings)
- Sections through exterior walls showing details of construction from footing to the highest point of the building.
- Sections through shafts, landings and stair: include framing details, tread, riser and headroom
- Describe location and dimensions of handrails and guardrails.
- Sections through fireplace and chimneys (show dimensions and clearances).
- Locations and details of any roof trusses, glue-lam, or engineered lumber (include connection and bracing details and Massachusetts Professionals stamp on specifications sheet [trusses]).