

FOR ALL 1 & 2 FAMILY PROJECTS

The following Items are considered to be the MINIMUM information to be submitted with 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.
 - Locations & dimensions of public easements, public utility easements, railroad right-of-ways, and established zoning setback requirements.
 - Location & dimensions of primary & accessory buildings and structures.
- D.) **FLOOR PLANS**
- Floor plans of each floor and any intermediate levels including basements, crawlspaces, terraces, porches, garages, carports and decks.
 - Dimensions, location & material of foundations, footings, columns, beams & piers (include any reinforcing)
 - Direction, dimensions, spacing, species & grade of all framing members (floors, roofs, walls, partitions)
 - Location of all walls partitions, windows, stairs and doors
 - Location & description of all electrical equipment and alarm devices
 - Location and 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**
- Sections through exterior wall 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 fireplace & chimney (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)
 - Exterior envelope energy requirements: U₀ of the walls, roof/ceiling & floors, OR R-of walls/roof/floor, also percent of windows to walls. (attach)