

MINIMUM REQUIREMENTS FOR BUILDING PERMIT SUBMITALS

All permits require a fully completed building permit application signed and dated

Residential, new construction, additions and garages

1. A plot plan, complete with all dimensions to property line, other buildings on the same lot, septic systems and components of, in-ground pools and any other structure that may be pertinent to the project.
2. Foundation plans and details. Specific design criteria and engineering may be needed for areas such as Plum Island.
3. Floor plans (including basement and attic levels, if applicable); floor plans shall include location of all required fire protection systems and heating systems storage areas. The plans must show square footage of each floor, of any finished and/or unfinished attic / basement areas, the garage area and any of the decks and/or porches.
4. Exterior building elevations.
5. Framing plans and/or building section(s) adequately depicting structural systems, drawn to scale, and clearly indicating all work to be preformed. All framing members must be clearly identified for size, span, species type and grading. Indicate all roof pitches, type of sheathing and roofing materials, and provide stamped truss details. Long span beams, glu-lams, steel beams, etc., are to be sized by an engineer / architect and clearly indicated on the plans. Wall bracing method and location of wall braced sections must be identified on the plans.
6. Schedules, legends and/or details adequately depicting doors, windows and related material installations.
7. Energy conservation information.
8. Information for construction in areas prone to flooding:
 - A. Delineation of flood hazard areas, floodway boundaries, and flood zones, and the design flood elevation, as appropriate.
 - B. The elevation of the proposed lowest floor, including basement; in areas of shallow flooding (AO zones), the height of the proposed lowest floor, including basement, above highest adjacent grade.

Interior remodeling/finishing including attic and basement areas

1. Floor plans, existing and proposed
2. Framing plans and/or building section(s) adequately depicting structural systems, drawn to scale, and clearly indicating all work to be preformed. All framing members must be clearly identified for size, span, species type and grading. Long span beams, glu-lams, steel beams, etc., are to be sized by an engineer / architect and clearly indicated on the plans.
3. Schedules, legends and/or details adequately depicting doors, windows and related material installations.
4. Any information relating to habitable space qualifications as well as egress requirements
5. Energy conservation information.

Residential decks and accessory structures

1. A plot plan, complete with all dimensions to property line, other buildings on the same lot, septic systems and components of, in-ground pools and any other structure that may be pertinent to the project.
2. Foundation and/or footing plan
3. Framing plans and/or building section(s) adequately depicting structural systems, drawn to scale, and clearly indicating all work to be preformed. All framing members must be clearly identified for size, span, species type and grading. Indicate all roof pitches, type of sheathing and roofing materials, and provide stamped truss details. Long span beams, glu-lams, steel beams, etc., are to be sized by an engineer / architect and clearly indicated on the plans. DCA-6 Deck building guide is available to help with the design process.

Residential hot tubs and pools

1. A plot plan, complete with all dimensions to property line, other buildings on the same lot, septic systems and components of, in-ground pools and any other structure that may be pertinent to the project.
2. Construction plans indicating the depth of pool, construction method to be used as well as the configuration of the protective barrier. All outdoor hot tub and pools are required to be protected by an approved barrier per section 421.9 of the Massachusetts Building Code. *Electrical permits are required for all filtration systems
3. Pool appurtenances such as Cabanas, Filters, Slides, Diving Boards, etc., are to be considered as a part of the structure and to be included with construction plans.

Residential roofing, siding, and general repairs

1. Indicate materials and methods to be used.
2. Product specs including wind rating, smoke and fire ratings, solar reflectance and thermal emittance rating, fire treatment info for wood roofing, exposure and attachment info for wood siding.

Wood / pellet stoves

1. Spec sheet, new or used unit, location of install in house and location of venting, chimney material, connector info & hearth info.

Commercial projects

1. All plans and reports required by 780 CMR
2. All necessary approvals from appropriate boards.

Permit Exemptions

110.3 Exemptions: A building permit is not required for the following activities, such exemption, however, shall not exempt the activity from any review or permit which may be required pursuant to other laws, by-laws, rules and regulations of other jurisdictions (eg. zoning, conservation, etc.).

1. One *story* detached accessory buildings used as tool or storage sheds, playhouses and similar uses, provided the floor area does not exceed 200 square feet.
2. Fences six feet in height or less. If placed in the front yard or street side a permit may be required.
3. *Retaining walls* which, in the opinion of the building official, are not a threat to the public safety health or welfare and which retain less than four feet of unbalanced fill.
4. Ordinary repairs as defined in 780 CMR 2. Ordinary repairs shall not include the cutting away of any wall, partition or portion thereof, the removal or cutting of any structural beam, column or other loadbearing support, or the removal or change of any required *means of egress*, or rearrangement of parts of a structure affecting the egress requirements; nor shall ordinary repairs include addition to, alteration of, replacement or relocation of any standpipe, water supply, mechanical system, *fire protection system*, energy conservation system or other work affecting public health or general safety.
5. Greenhouses: A building permit or notice to the building official is not required for the construction of greenhouses covered exclusively with plastic film (in accordance with St. 1983, c. 671. This exemption does not apply if the greenhouse is to be used for large assemblies of people or uses other than normally expected for this purpose.)

Notes:

1. See fee schedule for exemptions for projects under \$1,000.
2. Permits or approval from other departments may be needed for the types of projects listed above. Always check with the Building Department prior to the start of the project to determine if other approval is necessary.