



NO FEE
PAYMENT DUE
UPON ISSUANCE
OF BUILDING
PERMIT

Planning and Land Use Services

Building ▪ Health ▪ Historic District Commission ▪ Planning Board ▪ Zoning Board of Appeals

BUILDING DIVISION

CHECK LIST TO BE SUBMITTED WITH ALL BUILDING PERMIT APPLICATIONS

Prior to submission of your application(s), please check this list of **REQUIRED ITEMS** (more may be needed upon request) to ensure a complete submission for **REVIEW ONLY**. If incomplete, the application **WILL BE RETURNED AS INCOMPLETE**.

- _____ 1. COMPLETED APPLICATION – Please print or type, blue or black ink only
- _____ 2. REGISTERED PLOT PLAN
- _____ 3. HISTORIC DISTRICT COMMISSION (HDC) APPROVAL**
 - A. YELLOW COPY OF APPROVAL
 - B. TWO COPIES OF APPROVED ELEVATIONS AND SITE PLANS STAPLED TO STRUCTURAL PLANS
- _____ 4. ENERGY CALCULATION FORM (See 780 CMR Appendix J)
- _____ 5. WORKERS COMP. CERTIFICATE OF AFFIDAVIT **AND** EXEMPTION
- _____ 6. COPY OF CONTRACTORS LICENSE
- _____ 7. HOMEOWNER EXEMPTION FORM* (If you do not have a contractor)
- _____ 8. A DRIVEWAY ACCESS FORM FROM THE DPW FOR ALL NEW DRIVEWAYS
- _____ 9. APPROVED SEPTIC PERMIT*
- _____ 10. APPROVED (ORIGINAL) SEWER ENTRY PERMIT*
- _____ 11. WATER WELL (ORIGINAL) COMPLETION REPORT*
- _____ 12. FORM J* (Subdivision Lot Release Form)
- _____ 13. RECORDED COPY OF THE CONSERVATION COMMISSION APPROVAL*
- _____ 14. PLANS, TWO (2) COMPLETES SETS, STAPLED TOGETHER
 - STRUCTURAL PLANS (PLAN VIEW)
 - A. FOUNDATION
 - B. FRAMING – CROSS SECTION
 - C. WINDOW AND DOOR SCHEDULE
 - D. DETAILED FLOOR PLANS
- _____ 15. RECORDED COPY OF ZONING BOARD OF APPEALS APPROVAL*
- _____ 16. SECOND DWELLING APPROVAL FROM PLANNING BOARD*
- _____ 17. 110 MPH MASS CHECKLIST FOR COMPLIANCE (780 CMR 5301.2.1.1)*
 - *NOT APPLICABLE TO ALL APPLICATIONS
 - **APPLICABLE TO EXTERIOR WORK ONLY