



**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 PERMIT APPLICATION CHECKLIST

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