

BUILDING PERMIT APPLICATION REQUIREMENTS

COMMERCIAL - ADDITION

Location of project: _____

All non-residential permit applications for additions to buildings require the following information. **Please check the boxes to confirm that the information is provided and submit this sheet with the permit application. If the requirement does not apply then write "NA" next to the box.**

- Property address
- Property owner's name and address
- Construction supervisor's name and address
- Construction supervisor's licenses
- Owner's authorization (If applicant is other than owner)
- Owner/agent's signature
- Copy of Worker's Compensation Insurance certificate and completed Worker's Compensation Insurance Affidavit **must** be included (unless there is a certificate and affidavit on file with the building department that **has not** expired)
- Complete, clear description of the work
- Estimate of construction cost
- For buildings that contain more than 35,000 cubic feet of enclosed space, stamped affidavits from all design professionals on Town of Southborough forms
- Sign offs from town departments on the provided sheet.
- A site plan of the entire lot with the following information shown:
 - The area of the lot.
 - The boundaries of the lot with the street frontage clearly shown.
 - The location of the building and proposed addition.
 - Setbacks from the addition to all property lines.
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Elevations of the ground at the exterior of the addition.

- Parking calculations based on the uses of the building including the addition.
- Driveways and parking spaces.
- Accessible parking and accessible routes into the building.

- Two sets of stamped building plans that include the following information:
 - Construction type of the building.
 - Area of the addition by floor.
 - Height of the addition in feet and stories.
 - Use group of the addition.
 - Occupant loads for the addition.
 - Means of egress from all areas of the building and addition with travel distances shown.
 - All new fire rated assemblies with details of their construction.
 - Accessible facilities and routes within the addition.
 - All “Specific Occupancy Areas” as listed in Table 302.1.1 of the Building Code with information detailing how the code requirements are addressed.

- Stamped structural plans for the addition which indicate all of the structural design parameters.
- Stamped mechanical plans for the addition which include plumbing, HVAC and drainage piping
- Stamped electrical plans for the addition which include the following:
 - Lighting and power plans.
 - Means of egress emergency lighting with power source designated.
 - Exit signage.

- Stamped fire suppression system plans for the addition.
- Stamped fire alarm plans for the addition.