

BUILDING PERMIT APPLICATION REQUIREMENTS
COMMERCIAL - ALTERATIONS

Location of project: _____

All non-residential permit applications for alterations 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.
- Two sets of stamped building plans that include the following information:
 - Plan of area of the building to be altered.
 - Construction type of building.
 - Use groups of altered areas.
 - Occupant loads for altered areas.

CONTINUED ON OTHER SIDE 

- Means of egress from altered area with travel distances shown.
- All new fire rated assemblies with details of their construction.
- Accessible facilities and routes within the altered area.
- Any “Specific Occupancy Areas” as listed in Table 302.1.1 of the Building Code with information detailing how the code requirements are addressed.

- Stamped electrical plans for the altered area which include the following:
 - Lighting and power plans.
 - Means of egress emergency lighting with power source designated.
 - Exit signage.

- Stamped plans of any structural work to be performed.
- Stamped mechanical plans for the altered area.
- Stamped fire suppression system plans for the altered area.
- Stamped fire alarm plans for the altered area.