

## Building Permit Checklist

### All Building Permit applications need the following:

1. Completed Permit application including Homeowner signature or copy of signed contract and accurate cost estimate of job and check for permit fee
2. Copy of signed workers compensation affidavit (and accompanying insurance certificates.)
3. Copy of CSL License and HIC registration (HIC for 1-4 family remodel jobs only)
4. Two sets of Plans if applicable
5. Certified Plot plan with proposed structure located on the plan if applicable (decks, additions, pools, new construction, sheds, fences, etc...)
6. If a homeowner is pulling their own permit (instead of a contractor) then they need to submit a signed CSL and HIC homeowners exemption form
7. New Commercial Buildings or tenant fit outs require construction control documents per 107.6.2.1
8. New Single family homes require complete construction documents including braced wall lines per R106.1.1
9. Building Permits for Fire Protection Systems- Document submittals include three Tiers of minimum required documents per 780CMR 901.2.1

**Signatures needed from the following Departments listed below. Some departments may require additional permits for their own use.**

**Fire Department to sign the permit application on all jobs with Plans including demolition jobs (except decks, windows, doors, roofing, siding, or simple kitchen and bath remodel (remove and replace fixtures in same location)**

**Health Department to sign the permit application for all Decks, Additions, Bedrooms, Basements, New Construction or Demolition**

**DPW to sign permit application for Demolition, Curb Cuts & New Construction**

**Conservation to sign the permit application for all Additions, New Construction, Decks, Porches, Pools and Demolition**

**Planning Department to sign the permit application for Common Drives, Major and Minor Site Plan review and all new Sub-divisions, (accessory apartments and signs prior to special permit from ZBA)**

**Additionally:**

**All units in condos require condo association letters**

**Demolition Permits require disconnect letters from utility companies prior to the permit application submittal (Gas & Electric)**

**Solar Permits- Final inspection from building and final contractor affidavit required prior to Electrical Final inspection**