

# REQUIRED CHECKLIST FOR APPLICATIONS

- 3 Sets of plans for building or structure (one plan 11 X 17 ), an electronic PDF copy of plan
- Fire Department review request sheet & Fee:  
\$50 Residential \$100 Commercial
- Certified Plot Plan stamped by a land surveyor showing location of building or structure to lot lines for any footprint change or added structures
- If located in Flood Plain, certified elevations from a land surveyor must be included
- Approval from Board of Health for all footprint changes or addition of room(s)
- Water Well Report or Water District Approval Letter
- Smoke Detector Permit from the Fire Department
- DPW approval for water service and driveway work
- Recorded copies of Variances or Special Permits granted by the Planning Board or Board of Appeals
- Conservation Commission review if applicable
- Worker's Comp Insurance Affidavit
- Certificate of Disposal Compliance Form
- Copy of Cert. of Insurance from Insurance Company
- Copy of contract signed by owner and H.I.C. holder
- Copy of Construction Supervisor License
- Copy of Home Improvement Contractor Registration (if applicable)
- \*\*All permits require **homeowner's** e-mail address\*\*
- Massachusetts Energy Compliance Report (RES check IECC (2018))

While this office shall make every attempt to process your application in a timely manner, we have 30 days to review your full application.  
Planning in advance is critical.

Applications are processed in the "ORDER" in which they come in and are delayed, primarily for one of the following reasons:

1. Missing, in-accurate, non-legible information
2. Approvals or reviews may be required by other  
Municipal Departments, Boards or Permit Granting Authorities
3. The amount of activity in this office at the time you bring in your application