

## ***Required Plan Information for Building Permit Application Single – Two Family Dwelling and three unit Townhouse***

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### ***All building permit applications submitted for new construction must include the following:***

*Note: applications for an addition, alteration or renovation do not need to submit all items listed below, but must include that which pertains to the specific project.*

#### **I. GENERAL REQUIREMENTS:**

- A. One (1) copy of plot (site) plan showing proposed building / structure
- B. Three (3) copies of construction plans:
  - 1) Submitted plans to be no larger than 18" x 24" (unless pre-approved by building department)
  - 2) All plans drawn to scale, preferably 1/4" = 1'-0" or 1/8" = 1'-0"
  - 3) All plans to accurately show:
    - a) Address
    - b) Page title / drawing title
    - c) Plan date / revision date
    - d) Drawn by
    - e) Scale
- C. Two (2) copies of "Energy Compliance Report" or "ResCheck"; (IECC 2009 w/MA amendments)  
Note: include calculations for areas, i.e. walls, ceilings, floors, glazing
- D. "Groundwater Protection Overlay" calculation sheet (if required)

#### **II. REQUIRED PLANS for building / structure:**

- A. Foundation Plan
- B. Floor Plan(s), all floors including basement and attic level if applicable
- C. Elevation(s)
- D. Section(s)
  - 1) Sections must be clearly identified on floor plans
  - 2) Section view required when there is a cathedra / vaulted ceiling
- E. Framing plan(s) – optional, if information appropriately identified on other plans

#### **III. INFORMATION REQUIRED ON PLANS:**

- A. Plot / Site Plan:
  - 1) All property lines
  - 2) Area of lot
  - 3) All existing and proposed buildings / structures; include open decks, porches, bulkhead, etc.
  - 4) Building / structure size, distance from property lines
  - 5) Location of water, sewer / septic lines and gas lines
  - 6) Wetland(s)
  - 7) Stone walls at street; indicate where located -- which side of property line
  - 8) Driveway, walkways, and any other pavement
- B. Foundation Plan:
  - 1) Show all walls and interior footings (location and size). Include bulkhead if applicable.
  - 2) Dimensions, interior and exterior
  - 3) Window/ventilation locations, type and size
  - 4) Concrete strength
  - 5) Anchor bolt / strap; size and spacing
  - 6) For pier footing, show location for same
- C. Floor Plan --- indicate ALL items to show compliance with all appropriate building code articles:
  - 1) Level Name / indication
  - 2) Show all walls, windows, doors, stairs and railing details, mechanical equipment, plumbing fixtures
  - 3) Dimensions, both exterior and interior
  - 4) Label all rooms
  - 5) Label all doors and windows, provide schedule for same, indicate egress windows, indicate safety glazed windows

- 6) Fire detection systems; smoke, carbon monoxide and heat detectors; show location and type, for heat detector indicate fixed temperature type @ \_\_ degrees
  - 7) Location of heating system unit, electrical panel, water tank, town water meter, etc
  - 8) Basement Level; indicate ceiling height
  - 9) Attic access; show location, size of opening, insulation method and value
  - 10) Structural beams – show sizes and clearly label, ALSO PROVIDE APPROPRIATE DOCUMENTATION FOR SIZING, MANUFACTURER’S CUT SHEET OR ENGINEER’S STAMPED CALCULATIONS.
  - 11) Masonry fireplace, indicate flue size(s)
  - 12) Concealed space, more than 36” headroom, show location and size of access
- D. Elevation(s):
- 1) Label which elevation / view; front, rear ... North, South ... etc.
  - 2) Height of chimney above roof line
  - 3) Grade
  - 4) Show shear / wind bracing, method used
  - 5) Indicate header size and number of jack studs at each end
  - 6) Handrails & guardrails; show location, size, details
- E. Section(s); label all sections for location through building:
- 1) Dimensions – horizontal and vertical
  - 2) Framing items and sizes
  - 3) Insulation – location(s), thickness and R-value(s)
  - 4) Roof pitch
  - 5) Grade at exterior
- F. Framing Plan(s) – required when all framing members are not clearly identified for size on floor plan or section view(s):
- 1) Dimensions – exterior and interior, label all members (beams, joists, rafters, etc.) and show appropriate sizes.
  - 2) Show all engineered lumber, clearly label and show sizes, INCLUDE COMPUTER SHEET FROM MANUFACTURER AND/OR P.E.’s CALCULATION W/WET STAMPED AND SIGNATURE
- NOTE: If engineer involved, engineer to field verify and submit written certification of compliance to building code.

#### IV. SPECIAL INSTRUCTIONS

- A. Smoke alarms (smoke detectors), located as required for new dwelling:
  - 1) When alterations, repairs or additions requiring a permit occur
  - 2) When one or more sleeping rooms are added or created in existing dwellings
- B. Alteration, addition; identify and describe any structural changes to existing building. If no changes, state same.
- C. Upward addition; determine if existing structure will support proposed use, identify existing beam(s), support, floor joists sizes, etc.
- D. Basement remodel; show water meter location, electric meter location, existing window(s) / door(s) with sizes, ceiling finished height

**Northborough: ground snow load @ 50 psf, wind speed @ 90 mph**

***Note: Incomplete plans may be cause for disapproval or delay in the issuance of the building permit.***

If any questions, feel free to contact the Building Department at (508) 393-5010