

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

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 36" x48" (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 2012)
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.
- E. Fire Protection Document Submittals: Tier One Documents per Massachusetts Amendments to the 2009 International Building Code (8th Edition) Basic Building Code Section 901.2.1
- F. All other documents as required for permit application per section 105.3 of the Massachusetts Amendments to the 2009 International Building Code (8th Edition) Basic Building Code: Tier Two shop drawings are required prior to installation of Fire Protection Systems. Tier Three Record Drawings (As-Built) are required post installation of Fire Protection Systems.

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