



City of
GREENFIELD, MASSACHUSETTS

Department of Inspections and Enforcement

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INFORMATIONAL GUIDE FOR CONSTRUCTING/ERECTING A ONE & TWO FAMILY DWELLING

New One & Two Family dwellings are regulated by 780 CMR Massachusetts State Residential Code, for One and two Family Dwellings 9th edition and Greenfield's zoning ordinance.

To obtain a permit, the owner or authorized agent must first file a permit application on a form furnished by the building official for that purpose. Such applications shall be provided with the following information:

1. Site/plot plan of property, site/plot plan must provide the following information but not limited to,
 - Property lines,
 - Location of proposed structure/structures and accessory structures and distances to property lines.
 - Location and dimensions of driveway,
 - Location of water & sewer lines
 - Location of On-site septic system (If applicable)
 - Elevations of property
2. Completed permit application form for One & Two Family Dwellings.
 - Copies of Construction Supervisors License and Home Improvement registration numbers for contractors. (If applicable)
 - Copy of workers compensation affidavit for contractors and sub contractors.
3. 3 sets construction documents for the building/buildings, construction documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of 780 CMR and relevant laws, ordinances, rules and regulations. following information must be included but not limited to,
 - Foundation plan, and perimeter drainage
 - Framing plan,
 - Finished floor plan w/individual spaces labeled for their intended use,
 - Locations of smoke/carbon monoxide alarms, heat detection (if applicable)
 - Any required fire separation between dwelling unit and an attached garage (If applicable).
 - Required fire separation between dwelling units (Applies to buildings containing two units)
 - Indicate use & occupancy for building
 - Engineering calculations for any manufactured structural components, i.e. roof trusses, laminated beams, steel beams, etc;
 - Information on Braced Wall Design. Braced wall lines shall be identified on the construction documents. Pertinent information including, but not limited to, bracing methods, location and length of braced wall panels and foundation requirements of braced wall panels at top and bottom shall be provided.
 - Energy Conservation information (Preliminary HERS Rating)
 - Plans for any deck, porch, and accessory structures, i.e. garages and sheds.
 - Plans must indicate at least one window in sleeping rooms meets dimensions for an emergency escape and rescue opening.
 - Plans must indicate windows and glazing located in hazardous location have tempered safety glazing
 - Plans show details for mechanical systems

Date:

R107.3.3 Phased Approval. The building official is authorized to issue a permit for the construction of foundations or any other part of a building or structure before the construction documents for the whole building or structure have been submitted, provided that adequate information and detailed statements have been filed complying with pertinent requirements of 780 CMR. The holder of such permit for the foundation or other parts of a building or structure shall proceed at the holder's own risk with the building operation and without assurance that a permit for the entire structure will be granted.

R107.3.4 Fire Department Review. For permits that include fire protection systems work construction documents shall be filed with the building official who shall cause them to be filed with the head of the local fire department for review. The fire department shall have ten working days after receiving the documents to complete its review. Upon the fire department's written request, the building official may grant one or more extensions up to a total review period maximum of 30 days. If the fire department review is not received within the allowed time frame the building official may upon review deem the documents in compliance with 780 CMR. If the head of the local fire department believes such construction documents to be noncompliant with 780 CMR or reference standards, he or she shall notify the building official in writing citing relevant sections of noncompliance with 780 CMR or the section of the referenced standards. See M.G.L. c. 148, § 28A.

R107.4 Amended Construction Documents. Work shall be installed in accordance with the approved construction documents, and any changes made during construction that are not in compliance with the approved construction documents shall be resubmitted for approval as an amended set of construction documents.

R107.5 Retention of Construction Documents. One set of approved construction documents shall be retained by the building official in accordance with M.G.L. c. 66, § 8.

1. Completed permit application form for One & Two family dwelling.
- 2.

Inspections:

New Residential;

- Footing/Foundation – Once footings and foundation are poured, tie holes sealed, walls damp-proofed, drainage installed.
- Rough Framing – Once framing, **air sealing, Fire stopping** is completed and all other trades inspected.
- Insulation – Once insulation has been installed.
- Final – Once all work is complete and all other trades have inspected including Fire Dept.

Renovations/Alterations Residential;

- Rough Framing - Rough Framing – Once framing **Air sealing, Fire stopping** is completed and all other trades inspected.
- Insulation – Once insulation has been installed.

- Final – Once all work is complete and all other trades have inspected including Fire Dept.

Accessory Structures;

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R107.1.2 Manufacturer’s Installation Instructions. Manufacturer’s installation instructions, as required by 780 CMR, shall be available on the job site at the time of inspection.

R107.1.4 Information for Construction in Flood Hazard Areas. For buildings and structures located in whole or in part in flood hazard areas as established by Table R301.2(1), construction documents shall include: 1. Delineation of flood hazard areas, floodway boundaries and flood zones and the design flood elevation, as appropriate. 2. The elevation of the proposed lowest floor, including basement; in areas of shallow flooding (AO Zones), the height of the proposed lowest floor, including basement, above the highest adjacent grade. 3. The elevation of the bottom of the lowest horizontal structural member in coastal high hazard areas (V Zone). 4. If design flood elevations are not included on the community’s Flood Insurance Rate Map (“FIRM”), the building official and the applicant shall obtain and reasonably utilize any design flood elevation and floodway data available from other sources.

R107.1.5 Manufactured Buildings and Modular Homes. Document submittal shall be as follows:

1. Site specific plans and specifications.
2. Plan Identification Number Assignment Form with BBRS number. This is to confirm plans have been approved by the Office and shall include a stamp approval and signature.
3. Plans shall be stamped on every page by a third party inspection agency.
4. Every page showing calculations by a registered design professional shall be provided with their stamp and signature.
5. Energy compliance certificate.
6. Set manuals are required to be on site at time of project set and shall be specific to the project. EXCEPTION: If all connection details are provided on the plans then the set manual is not required.
7. Set crew information shall accompany the plan submittal package with approved certification from manufacturer.

R107.1.6 Townhouse Buildings Greater Than 35,000 ft.3. Such buildings require registered design professional services in accordance with 780 CMR 107.6: Construction Control.

R107.2 Site Plan or Plot Plan. The construction documents submitted with the application for permit shall be accompanied by a site plan showing the size and location of new construction and existing structures on the site and distances from lot lines. In the case of demolition, the site plan shall show construction to be demolished and the location and size of existing structures and construction that are to remain on the site or plot. The building official is authorized to waive or modify the requirement for a site plan where the application for permit is for alteration or repair or where otherwise warranted.



R107.3 Examination of Documents. The building official shall examine or cause to be examined construction documents for code compliance.

R107.3.1 Approval of Construction Documents. Where the building official issues a permit, the construction documents shall be approved in writing or by a stamp that states “REVIEWED FOR CODE COMPLIANCE.” One set of construction documents so reviewed shall be retained by the building official, and one set shall be returned to the applicant, shall be kept at the site of work, and shall be open to inspection by the building official or a duly authorized representative. If the construction documents contain fire protection and/or detection requirements one set will be required for fire department review.

R107.3.2 Previous Approvals. 780 CMR shall not require changes in the construction documents, construction or designated occupancy of a structure for which a lawful permit has been heretofore issued or otherwise lawfully authorized, and the construction of which has been pursued in good faith within 180 days after the effective date of 780 CMR and has not been abandoned.



*The Town of Greenfield is an Affirmative Action/Equal Opportunity Employer,
a designated Green Community and a recipient of the “Leading by Example” Award*