

780 CMR 9th Edition Requirements for ALL 1 & 2 Family Projects

Per 780 CMR Chapter 51, Part 1 section R105 Permits and R107 Construction Documents, the following are considered to be the **MINIMUM** documentation for **ALL** permit applications (when applicable)

Please utilize the boxes on this checklist to assure completeness

Scaled drawings & details shall be submitted with each application proposing construction, reconstruction, addition, alteration, demolition, or repair. The building official may waive the requirements for filing plans when the work involved is of a minor nature. Scaled drawings & details shall indicate & describe all proposed work, including location, size, grade & quality of materials & equipment to be used.

A.) SITE PLAN

- Property address; map & lot number, zoning district & overlays (wetland, floodplain, etc.)
- Show well and septic locations (if applicable)
- Location of lot lines, dimensions of lot, frontage
- Location & dimensions of public easements, public utility easements, railroad right-of-ways, and established zoning setback requirements
- Location & dimensions of primary & accessory buildings & structures

B.) FLOOR PLANS

- Floor plan of each floor and any intermediate levels including basements, crawlspaces, terraces, porches, garages, carports, and decks
- Dimensions, location & materials of foundations, footings, columns, beams & piers (include any reinforcing)
- Direction, dimensions, spacing, species & grade of all framing members (floors, roofs, wall, partitions)
- Location of all walls, partitions, windows, stairs & doors
- Location & description of all electrical equipment and alarm devices
- Location & type of all heating and air conditioning (HVAC) equipment

C.) EXTERIOR ELEVATIONS

- Front, rear & side elevations including foundation depth and finish grades
- Location & dimensions of windows & doors (attach window/door schedule)
- Description of exterior cladding or siding material
- Show exterior stair locations & dimensions
- Show chimney and vent locations

D.) DETAILS & SECTIONS

- Attach compliance paperwork for energy requirements: see **Chapter 11 Massachusetts Amendments to the IECC 2015 Energy Code for Compliance method and documentation requirements.**
- Sections through exterior walls showing details of construction from footing to the highest point of the building (see attached)
- Sections through shafts, landings & stairs- include framing details, tread, riser, headroom
- Describe location & dimensions of handrails & guardrails
- Sections through fireplaces & chimneys (show dimensions and clearances)
- Location & details of any roof trusses, glue-lam, or engineered lumber (include connection & bracing details and Mass. professionals stamp on specification sheet)

CONTACT TIMES FOR INSPECTIONS

(NOTICE SHALL BE GIVEN 48 HOURS IN ADVANCE)

It shall be the **responsibility of the permit holder** (owner or contractor) to contact the inspector when the work has progressed to the point of needing an inspection. See below for a list of inspection points. The list below may be adjusted by the Building Official based on the specific nature of your project.

- ☐ **Excavation:** inspector to observe soil types: groundwater elevation, temporary shoring, site safety.
- ☐ **Foundation:** inspector to observe location, size & shape, width, reinforcing, height of unbalanced fill, fireplace jog, ventilation, damp-proofing/waterproofing, foundation drainage, and *either* first floor framing in place *or* proper bracing before backfill
- ☐ **Frame:** call after all framing is in place and the sub-trades have finished all cutting, drilling and notching. inspector to observe species & grade, spans, connections, cutting & notching; and fire-stopping (**after** inspection and sign off from sub-trade inspectors)
- ☐ **Sub-trade Inspections:** call appropriate inspector for individual inspections including, but not limited to: Plumbing, Gas, Electrical, Oil Burner, Health Department
- ☐ **Fireplace/chimney:** call following completion of firebox , throat and first flue set (mandatory inspection point)
- ☐ **Insulation:** after insulation is in place: inspector to observe insulation type, vapor barrier, and R-values
- ☐ **Mechanical:** inspection of duct installation (for type, sealing, and fastening), furnace plenum, hydronic piping, wood & pellet stoves, dryer vents, bath exhaust fans, heat pumps, etc.
- ☐ **Final:** call after sub-trade inspectors have signed for final approvals and building, or parts there of, are ready for occupancy and/or use.

Contact Telephone Numbers

Inspection Service	Inspectors Name	Contact Telephone Number
Building Inspection:		
Electrical Inspection:		
Gas Inspection:		
Plumbing Inspection:		
Oil Burner Inspection:		
Bd. of Health Inspection:		
Conservation Commission		
Dig Safe	www.digsafe.com	888-344-7233 (72 hours notice)