

## PLEASE SUBMIT THE DOCUMENTS LISTED BELOW TO COMPLETE YOUR PERMIT APPLICATION

### NOTICE TO APPLICANTS

Your application cannot be reviewed until it is complete and accurate, and all required documentation is uploaded. You will be notified of deficiencies via the CHAT function of the application software. But to save your time and ours, we urge you to submit applications with complete documentation. Below are the basic document requirements for various types of applications.

#### TENT

- Certification that tent fabric meets fireproofing requirements.
- Proof of erector's workers' compensation (WC) insurance (copy of certification page of policy).
- If tent capacity over 50, and tent has sides, plan sketch showing minimum 2 means of egress.
- If tent to be heated, consult with Fire Department for required documentation.

#### SOLID FUEL BURNING APPLIANCE (WOOD OR PELLET STOVE, FIREPLACE INSERT – WOOD, PELLET OR GAS)

- Manufacturer's literature showing testing laboratory stamp and minimum clearances to combustibles.
- Proof of WC insurance for installer.
- Copy of installer's Construction Supervisor's License (CSL) and Home Improvement Contractor Guarantee Fund membership (HIC).
- Copy of signed contract.

#### POD (STORAGE UNIT)

- Copy of lease contract with start date.

#### DECK

- Plan of deck and adjacent house area (can be hand sketch).
- Framing and foundation plans and details.
- Railing design.
- Proof of WC insurance for contractor (not required for sole proprietor or if homeowner is the applicant).
- Copy of contractor's CSL and HIC cards (exception for homeowner applicant).
- Copy of signed contract (ditto).

#### INTERIOR RENOVATION

- Plan of area to be renovated (can be hand sketch).
- If any structural changes (e.g. wall removed and replaced by beam), structural design must be stamped and signed by licensed engineer or confirmed by computer printout from lumber yard.
- Note insulation values of any new insulation for energy code compliance.
- If any changes to bedroom areas, plan must be submitted to Fire Department where it will be reviewed and stamped to show location of smoke/CO detectors.
- Proof of WC insurance for contractor (not required for sole proprietor or if homeowner is applicant).
- Copy of contractor's CSL and HIC cards (exception for homeowner applicant).
- Copy of signed contract (ditto).

## NEW BUILDING

- Site plan of property showing existing and proposed construction stamped and signed by civil engineer or land surveyor. Plan must show zone information, land area, property lines, buildings, drives and walks, setbacks, wetland limits (if known and applicable), existing and proposed impervious area.
- If project requires Zoning Board relief, copy of ZBA decision page with Registry stamp to prove filing.
- If project subject to Conservation Commission conditions, copy of Order of Conditions page with Registry stamp.
- If project subject to Planning Board approvals, including storm water, copy of decision page with Registry stamp.
- Architectural floor plans, elevations and cross sections. Plans must be reviewed and stamped by Fire Department to locate smoke/CO detectors.
- Structural foundation and framing plans and details stamped and signed by licensed engineer or architect.
- Home Energy Rating System (HERS) evaluation and report to confirm design meets Stretch Energy Code requirements.
- Proof of contractor's WC insurance.
- Copy of contractor's CSL and HIC cards.
- Signed contract.
- If property is in FEMA flood zone, provide a FEMA Elevation Certificate prepared by licensed civil engineer or land surveyor based on construction drawings.

## ADDITION (HORIZONTAL OR VERTICAL)

- All of the above, except substitute RESCheck energy use program for HERS to confirm compliance with energy code.

## POOL

- Engineered site plan as above showing pool, pool deck, compliant fence and gates (5' h., non-climbable), note re. house doors opening into pool enclosure – must be alarmed. NOTE: an automatic pool cover does not substitute for required fencing.
- Manufacturer's data on filter system. NOTE: this data must also be submitted with an application to the Health Department for approval; separate HD permit required.
- Structural design stamped and signed by engineer.
- Proof of contractor's WC insurance (not required for sole proprietor).
- Copy of contractor's HIC card (CSL not required).
- Signed contract.

## PHOTOVOLTAIC SOLAR PANELS

- Manufacturer's/installer's data package – plan, schematics, component descriptions, etc.
- Letter re. adequate roof structural capacity stamped and signed by structural engineer.
- Proof of contractor's WC insurance (not required for sole proprietor).
- Copy of contractor's CSL and HIC cards.
- Signed contract.
- NOTE: if system includes an energy storage system (ESS), separate review by the Fire Department is required.

## DEMOLITION

- Asbestos survey and, if asbestos containing materials (ACM's) found, proof of abatement and proper disposal – submit to Health Department, also upload to permit application.
- Proof of rodent abatement – submit to Health Department, also upload to permit application.
- Form letter to neighbors providing approximate date of demolition.
- Proof of contractor's WC insurance (not required for sole proprietor).
- Copy of contractor's CSL and HIC cards.
- Signed contract with demolition contractor.
- Signed contract for waste disposal at landfill authorized to accept construction waste.
- Letters from all affected utilities that services have been properly terminated.
- If on Town sewer, proof that sewer line has been terminated by licensed drainlayer.

## NOTE

Permit fees are computed after application is received. Applicant will be notified of fee via email. Fees can be paid online, or by check or cash at the office.