

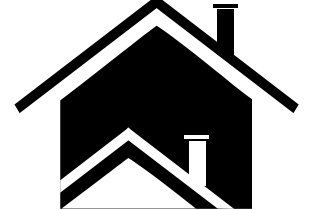


TOWN OF ACTON
472 Main Street
Acton, Massachusetts, 01720
Telephone (978) 929-6633
Fax (978) 264-9630

Building Department

BUILDING PERMITS FOR RESIDENTIAL ADDITIONS

A Building Permit is required to build an addition. The addition must comply with zoning, wetland, and septic system regulations and setbacks. It will also be reviewed for flood plain compliance and the Seventh Edition of the Massachusetts State Building Code 780 CMR for One and Two Family Dwellings. The Building code can be viewed online at the Department of Public Safety website under the Board of Building Regulations and Standards (BBRS). The following are requirements for a typical addition project, there could be other regulations, which are not addressed or are specific to your project that might apply. The more information that is on the plans the easier it will be to help you comply with applicable regulations under our jurisdiction. Applications can be obtained at the Building Department. Please read and complete all applicable sections. Information required for review must include:



*Completed application form, if contractor, they must sign as applicant with homeowner's signature and copy of licenses.

*Homeowners applying for a permit must complete an application and an affidavit exempting them from the home improvement contractor law. Owners pulling their own permit or dealing with unregistered contractors for applicable home improvement work do not have access to the arbitration program or guaranty fund under MGL c. 142A.

*Plot plan of property indicating proposed location of addition. The plot plan must be stamped by a registered land surveyor. A mortgage survey plan may be acceptable depending on proposed setback and is reviewed on a case by case basis.

*The building department may have a plot plan of your property on file. You can look in the street file (open to the public) if there is one; you can obtain a copy for 25 cents.

*Three sets of plans including but not limited to floor plans, elevations, foundation, framing, and cross sections. Plans should indicate materials used in the construction, size of framing members and spans and window and door sizes and a compliance report in accordance with 780 CMR 61.

*Projects that are increasing living space or adding bedrooms in existing space would require fire department approval of the plans, two sets of plans shall be brought to the fire department (located in the public safety building 371 Main Street) for their approval. When the fire department has completed their review the applicant shall pick up the stamped plans and bring them to the building department to be included with the application.

*Electrical and Plumbing Permits are separate from the Building permit and can only be issued to Licensed Electricians and Plumbers

If all the information submitted is sufficient, the reviewing process usually takes 3 to 4 weeks. This time frame varies depending on season. (Spring and fall are our busy seasons and may take longer) Upon approval you will receive an approved set of plans and a building permit card that should be made visible from street.

Required Minimum Inspections;

***Excavation Inspection;** Prior to stone and concrete, excavation must be a minimum of 48 inches below grade and to virgin non-organic material.

***Foundation Inspection;** Prior to requesting inspection, the foundation shall be braced (1st floor deck or braced if over 3 foot of unbalanced fill) drainage installed, waterproofing applied, and approved plans on site.

***Braced/Shear Wall Inspection:** This inspection needs to be done after the framing is complete but prior to the sheathing being covered with house wrap.

***Frame Inspection;** Prior to requesting an inspection the electrical and plumbing rough inspections shall be signed off, the exterior shall be weather tight and approved plans on site.

***Insulation Inspection;** Prior to requesting an inspection approved plans including the compliance chapter 61 compliance report shall be on site and if the building does not comply with the compliance report submitted with the application you will not pass the inspection and you will be required to submit a report that supports compliance.

***Final Inspection;** Prior to requesting an inspection the electrical, plumbing, Board of Health, and Fire department (as applicable) shall be signed off on the Building Permit Card and approved plans.

Inspection request are required a minimum of 24 hrs prior to inspection. Most inspections can be done the next business day after the request. Information required for request must include street address, permit number and type of inspection. The approved plans are required on site for all inspections. If you have any questions or have a specific situation that is not typical you can contact the Building Department at 978-929-6633.