

# TOWN OF CLARKSBURG BUILDING DEPARTMENT

## ***BUILDING PERMIT APPLICATION REQUIRED DOCUMENTS CHECKLIST***

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### ***PLEASE READ COMPLETELY***

Attached you will find a Building Permit Application Required Documents Checklist. This checklist will assist you in preparing your permit application for review. Please pay close attention to all the required items. Any missing item will cause your application to be returned. **The current Building Code to be used is 780 CMR 9<sup>th</sup> Edition, (ICC 2015 with Mass Amendments).**

**Page 2** is to be used with applications for One & Two Family Dwellings.

**Page 3 & 4** are to be used for additions, alterations, remodeling of one & two family dwellings **OR** structures *accessory* to a dwelling.

**Page 5** is to be used for all other projects. (i.e. any new construction, additions, alterations or changed use of any project that is NOT dwelling related).

For a detailed description of checklist item #'s on **Pages 3 & 4** (i.e. #1, #2, #6, etc.) refer to **Page 2**, checklist for one & two family dwellings.

Once you have complied all the required documents attach them to the checklist and submit them for review. Applications may be delivered to the Clarksburg Town Hall Monday thru Thursday during regular business hours. If the checklist is not complete all documents will be returned to you with an explanation as to what additional information is needed. The Building Commissioner will review your application and you will be notified when the permit has been approved. For new homes and large additions the review will usually be completed in approximately 7 to 10 days. Larger projects may take longer. Small additions or accessory buildings require less time.

**IMPORTANT NOTE: The REQUIRED DOCUMENTS CHECK LIST, Page 2 and PROCEDURE SHEET MUST be attached to ALL dwelling related applications ( Page 5 and Procedure Sheet for ALL other applications).**

Official Use Only

Application Received \_\_\_\_\_ Returned \_\_\_\_\_ Approved \_\_\_\_\_

**Page 2**  
**TOWN OF CLARKSBURG BUILDING DEPARTMENT**  
**REQUIRED DOCUMENTS CHECK LIST**  
**ONE & TWO FAMILY DWELLINGS ONLY**

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1. Required Documents Check List
  - Attached. **ATTACH THIS FORM**
  - NOTE: Failure to comply with ALL required documents SHALL result in denial of permit.**
2. Procedure Sheet (See Zoning Officer for Procedure Sheet)
  - Attached completed Procedure Sheet with all required department signatures.
3. Building Permit Application for One or Two Family Dwellings.
  - All items in **Section 1** through **Section 6b** completed.
  - Property owner signed application (**Section 2.1** and **Section 6a or 6b**).
  - Contractor signed application (**Section 3.1, 3.2 & 6b**)
  - If Owner Contractor attach **Homeowner Exemption Form**
  - Attached Workers' Compensation Insurance Affidavit (**Section 4**). Affidavit required for every project.
  - INCOMPLETE APPLICATIONS WILL BE DENIED!**
4. Special Permit/Site Plan Decision (If applicable).
  - Attach copy of Special Permit/Site Plan Decision registered and stamped by the Registry of Deeds.
5. Sewage Disposal System:
  - Attach copy of **Disposal Works Permit** (Issued by the Board of Health).
6. Water Supply:
  - Attached copy of **well completion report and water test** (potable water).
7. Driveway Permit or Curb Cut:
  - Attach copy of Street Entrance Permit, signed by the Highway Dept.
8. Plot Plan – **REQUIRED on ALL projects** which include exterior work (excluding – roofing, windows & siding) and must include:
  - Distance from building and/or additions to all **property lines** and other structures.
  - (Front yard area: Measured from lot line, **NOT** from the road pavement)
  - Well location.
  - Septic location.
  - Driveway.
  - All existing and proposed structures.
  - Street frontage.
  - Lot size.
9. **Three** complete sets of Building Plans – to include:  
(Exception; Two sets for projects **not** requiring Smoke or CO detectors)
  - Scale (minimum) ¼ inch equals 1 foot**
  - Foundation Plan
  - Floor Plan (for each level and Before and After plan when applicable)
  - All rooms labeled and all window sizes labeled
  - Exterior building elevations
  - Sectional / Skeleton view (footings to ridge line) with lumber dimensions
  - Smoke and Carbon Monoxide detectors - location, type & **manufacturer specifications**.
  - Engineered spec sheet for all engineered products, i.e. LVL's Trusses, Steel Beams, etc.
10. Energy Conservation Compliance Documents or copy of ResCheck.
  - Attached copy of Energy Conservation Documents as per **IECC 2018**
  - Holland is a Stretch Energy Code Community. Use IECC 2018 with 780 CMR Mass. amendments.
11. House Number (E911 Liaison Officer)
  - On application and posted on job site.

## Page 3

### TOWN OF CLARKSBURG BUILDING DEPARTMENT

#### REQUIRED DOCUMENTS CHECK LIST PAGE # 2 MUST BE ATTACHED TO ALL APPLICATIONS

#### ***ACCESSARY USES*** – (Accessory to One & Two Family Dwellings)

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##### ADDITIONS:

- #2 – Procedure Sheet
- #3 – Building Permit Application
- #4 – Disposal Works Permit – if adding a bedroom
- #6 – Driveway Permit or Curb Cut – only if changing location of street entrance
- #7 – Plot Plan
- #8 – Three complete sets of Building Plans
- #9 – Energy Conservation Compliance Documents IECC 2015 or copy of ResCheck – if heated/cooled.

##### GARAGES/BREEZEWAYS:

- #2 – Procedure Sheet
- #3 – Building Permit Application
- #6 – Driveway Permit or Curb Cut – only if changing location of street entrance
- #7 – Plot Plan
- #8 – Complete set of Building Plans
- #9 – Energy Conservation Compliance Documents IECC 2015 or copy of ResCheck – if heated/cooled

##### ALTERATIONS/REMODEL: (No increase in footprint or additional living space)

- #2 – Procedure Sheet
- #3 – Building Permit Application
- #4 – Disposal Works Permit – if adding a bedroom
- #8 – Three complete sets of Building Plans – Existing and Proposed
- #9 – Energy Conservation Compliance Documents IECC 2015 or copy of ResCheck – if exposing framework, i.e. gutting.

##### ACCESSORY BUILDING/SHED:

- #2 – Procedure Sheet
- #3 - Building Permit Application – Exempt: 1 story tool or storage shed less than 120 sq. ft.
- #6 – Driveway Permit or Curb Cut – only if changing location of street entrance
- #7 – Plot Plan
- #8 – Two complete sets of Building Plans

##### CHIMNEY/FIREPLACE:

- #2 – Procedure Sheet
- #3 – Building Permit Application

**TOWN OF CLARKSBURG  
BUILDING DEPARTMENT**

*ACCESSARY USES* – (Accessory to One & Two Family Dwellings)  
Continued

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**DECKS/PORCHES:**

- #2 – Procedure Sheet
- #3 – Building Permit Application
- #7 – Plot Plan
- #8 – Two complete sets of Building Plans

**ROOFING/SIDING/WINDOWS:**

- #2 – Procedure Sheet
- #3 – Building Permit Application

**SWIMMING POOLS:**

- #2 – Procedure Sheet
- #3 – Building Permit Application
- #7 – Plot Plan
- #8 – Two complete sets of Building Plans – if in-ground to include: sectional view, all pool dimensions, if diving boards: height above water and exact location of board

**WOOD/COAL/PELLET STOVES:**

- #2 – Procedure Sheet
- #3 – **Solid Fuel Permit Application**
- Section 3.1 **&** 3.2 **MUST** be completed (If owner installed enter OWNER in Section 3)
- Section 5 - Appliance type, Model & Serial # & room location.
- Section 6a **MUST** be signed by Owner and Section 6b **MUST** be signed by installer.
- Installer must have proper Construction Supervisors license **and** H.I.C. Registration #
- Appliance **must have** affixed manufacturers label and installed per manufacturer's Instructions.

## Page 5

# TOWN OF CLARKSBURG BUILDING DEPARTMENT REQUIRED DOCUMENTS CHECK LIST ***OTHER THAN ONE & TWO FAMILY DWELLINGS***

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1. Required Documents Check List.
  - Attached: **ATTACH THIS FORM.**
  - NOTE: Failure to comply with ALL required documents SHALL result in denial of permit.**
2. Procedure Sheet (See Zoning Officer for Procedure Sheet)
  - Completed Procedure Sheet **with all required department signatures attached.**
3. **Commercial** Building Permit Application. (**DO NOT** use 1 & 2 Family dwelling application)
  - All items in **Section 1** through **Section 6b** **MUST** be completely filled out.
  - Property owner must sign all applications (**Section 2.1** and **Section 10a**).
  - INCOMPLETE APPLICATIONS WILL BE RETURNED.**
4. Construction Control Document (Required for **ANY work** on buildings greater than 36,000 cu.ft. in volume).
  - Attached
5. Sewage Disposal System (if structure requires new or enlarged system):
  - Attach copy of **Disposal Works Permit** (Issued by the Board of Health).
6. Water Supply (if use will require water supply):
  - Attach copy of well completion report and water test (potable water).
7. Driveway Permit or Curb Cut (if new or changing existing):
  - Attached copy of Driveway Permit, signed by the Highway Dept.
8. Site Plan Review (Planning Board, if required for project)
  - Attached copy of approved Site Plan Review.
9. Plot Plan (if new structure or increased footprint) - to include:
  - Distance from building or additions to all **property lines** and other structures.
  - Parking, egress and drainage plans.
  - Well location, Septic location and Driveway location, when applicable.
  - All existing and proposed structures.
  - Street frontage and Lot size.
10. Three complete sets of Building Plans - to include:
  - Use Group and Construction Type
  - Foundation Plan
  - Floor Plan (for each level)
  - All rooms labeled and all window sizes labeled
  - Exterior building elevations
  - Sectional / Skeleton view (footings to ridge line) with lumber dimensions
  - Fire detection and suppression system documents as per 780 CMR 9
  - Engineered spec sheet for all engineered products, i.e. LVL's, Trusses, Steel Beams, etc.
11. Energy Conservation Documents.
  - Attached copy of Energy Conservation Documents per **IECC 2015 Chapter 5** with Mass. Amendments.
12. Street Number / Address (E-911 Liaison officer)
  - On application and **posted on job site**

**TOWN OF CLARKSBURG BUILDING DEPARTMENT  
REQUIRED DOCUMENTS CHECK LIST  
*OTHER THAN ONE & TWO FAMILY DWELLINGS***

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