

# Ashby Building Permit Checklist

10/14/2006

## Accessory Structure

### **Accessory Structure (Garage, Barn, Shed >120 sq. ft., Portable Shelters, Carports)\***

- Determine which Zoning District your property lies in to determine what the required set back distance from property lines will be for your project. If you do not know this information, the Permitting Office at Town Hall can assist you with this matter. In all districts setbacks are 75' from the centerline of a road right of way less than 50 feet in width and 100' from the centerline of a road right of way 50' or greater, 25' from the side lot line and rear property line. Remember that corner lots are considered to have two front yards and two side yards. A shed less than 120 square feet in area does not require a building permit
- Obtain copy of a Certified Plot Plan and review any available subdivision or recorded survey plans of the property to determine if there are any easements on the property that might be affected by the proposed project and any associated excavation, re-grading, septic system work or new driveway.
- Obtain copy of septic system plan to assure location of new structure will meet required setbacks and not interfere with existing septic system components and reserve septic areas, and to check whether septic system modifications will be necessary.
- Use Plot Plan to show location and dimensions of proposed new structure; and check for compliance with zoning bylaw setbacks, as well as building height limitations; if project does not meet requirements either redesign to comply or obtain variance from Zoning Board of Appeals
- If a new driveway and entrance from the street is part of the project, must obtain a driveway permit approval from the Highway Superintendent. If your driveway entrance is moved you will need a new street number. Check on whether driveway work will be near septic system and if so, what modifications to the septic system may be necessary.
- If work on the new structure and associated site excavation and grading including new landscaping areas, or if work on the existing septic system, or if work on a new driveway will have to occur within 100 feet of wetlands or within a Riverfront Area, obtain any necessary Conservation Commission approvals. All permit applications are reviewed by the Conservation Commission. If you are unsure if you have wetlands or if your proposed work is in the buffer zone ask the Conservation Commission how to proceed.
- Complete Structural Plan (Contractor or architect may complete)
- If attached by any means to a dwelling have Structural Plan reviewed and stamped approved by the Fire Department
- Complete Building Permit Application Form and include Contractor Insurance Certificate forms and a copy of the contractor's license
- Work on project may begin following signing of Application Form by all involved review Boards and the Building Commissioner and proper posting of site.

#### Minimum Documents Needed:

- Copy of Contractor's License & Certificate of Insurance or Owner Performing Work
- 3 copies of plot plan, 1 each to Conservation, Health & Inspector
- 3 copies of structural plan, 2 to Fire Chief, 1 to Building Inspector

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**\*Note:** This checklist is intended to identify the majority of issues to consider in relation to this kind of project. Special circumstances relating to the nature of proposed construction or location of the project may require additional considerations. All septic system upgrades require review by the Conservation Commission for impact on the wetlands.