

# Ashby Building Permit Checklist

10/14/2006

## Additons

### Addition to Existing Structure\*

- ❑ 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 residential 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.
- ❑ Obtain copy of 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 construction.
- ❑ Obtain copy of Septic System Plan to assure location of addition to existing structure will meet required setbacks (for a full foundation, the structure must be 10' from septic tank and 20' from septic field; for a slab foundation, the structure must be 10' from the septic tank and field) and not interfere with existing septic system component location (An inspection of your existing system may be required if no official records exist). Should the proposed addition be greater than 400 square feet in size, in accordance with Board of Health Regulations (Section 4.5) you must prove to the Board that this addition will not interfere with you ability to upgrade your septic system in the future.
- ❑ Use Plot Plan to show location and dimensions of proposed addition; 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 project will add a bedroom or bedrooms as defined by Title 5, have Board of Health review for adequacy of existing system; if Board of Health requires system modifications or improvements obtain necessary plan from qualified engineer and have reviewed and approved by Board of Health. All permit applications are reviewed by the Health Agent. If you are unsure about the status of the proposed rooms under Title 5, ask the Health Agent.
- ❑ 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.
- ❑ If purpose of project is to convert dwelling to two family dwelling apply for and secure any necessary Board of Health and Zoning Board of Appeals approvals
- ❑ Complete Structural Plan (Contractor or architect may complete)
- ❑ Have Structural Plan reviewed and stamped approved by the Fire Department
- ❑ Complete Masscheck Energy Audit Form (Contractor or Building Supply company may complete)
- ❑ Complete Building Permit Application Form and include Contractor Insurance Certificate forms
- ❑ 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
- ❑ 4 copies of structural plan, 2 to Fire Chief, 1 to Board of Health, 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.