

Ashby Building Permit Checklist

10/14/2006

New Construction

New Construction, Initial Development of a Lot*

- Determine which Zoning District your property lies in to determine if you have adequate acreage and frontage and 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.
- 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, grading or new driveway construction.
- You will need an approved septic system design and well test from the Board of Health. These approvals and permits can be obtained prior to applying for a building permit.
- You will need a determination from the Conservation Commission that no site work will take place in wetlands or river areas or the buffer zone to these areas. If sight work is proposed in these areas you will need Conservation Commission approvals. These approvals and permits can be obtained prior to applying for a building permit.
- You will need a driveway permit from the Highway Superintendent. This permit can be obtained prior to applying for a building permit.
- Use Plot Plan to show location and dimensions of proposed dwelling; 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.
- Complete Structural Plan (Contractor or architect may complete), 3 sets
- Meet with Fire Chief and have Structural Plan with fire protection systems reviewed and stamped approved by the Fire Department, 2 sets
- 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
- Prior to receiving an occupancy permit you must have the street number displayed and visible from the street.

Minimum Documents Needed:

- Copy of Contractor's License & Certificate of Insurance or Owner Performing Work
- 4 copies of plot plan, 1 each to Conservation, Health, Planning & Inspector
- 5 copies of structural plan, 2 to Fire Chief, 1 to Conservation, 2 to Building Inspector
- Approved driveway permit, septic design & well test

***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.