

Ashby Building Permit Checklist

10/14/2006

Porch, Deck

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- ❑ 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.
- ❑ 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 or re-grading
- ❑ Obtain copy of septic system plan to assure location of deck or porch addition will not be located over any system components and will not compromise the integrity of any component (structures should be 10' from septic tank and 20' from septic field); note that sono-tube type supports must be 5' from all septic system components
- ❑ Use Certified 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 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
- ❑ Complete Structural Plan (Contractor or architect may complete)
- ❑ 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
- ❑ 2 copies of structural plan, 1 to Conservation, 1 to Building Inspector

***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.