

Ashby Building Permit Checklist

10/14/2006

Siding, Roofing, Remodeling

Installation of New Siding, Roofing, Windows, Stairs or Solid Fuel Heating Device*

- Complete the Building Permit Form and submit to Permitting Office
- Work may begin after Building Inspector signs permit and permit is properly posted.

Minimum Documents Needed:

- Copy of Contractor's License & Certificate of Insurance or Owner Performing Work
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Finish Basement / Interior Remodeling*

- Complete Floor Plan (Contractor or homeowner may complete)
- Have Floor Plan reviewed and stamped approved by the Fire Department
- Form (Contractor or Building Supply company may complete)**
- If project will add a bedroom or bedrooms as defined by Title 5, obtain copy of septic system plan and have Board of Health review for adequacy of existing system; if Board of Health requires system 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 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 Building Permit Application Form and submit to Permitting Office
- Work on project may begin following signing of Application Form by all involved review Boards and the Building Inspector and proper posting of site

Minimum Documents Needed:

- Copy of Contractor's License & Certificate of Insurance or Owner Performing Work
 - 4 copies of floor 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.