

## FLOW CHART FOR SINGLE FAMILY HOUSE CONSTRUCTION

Storm Water Permit for Disturbance Over 10,000 Square Feet (100 x 100)  
Refer to By-law

Possible wetlands within 150 feet of development activity? \*\*

NO

YES

Contact Conservation Commission to Determine if site is under jurisdiction – within 100 feet of any wetland area (Request for Determination of Application)  
Usual time frame: 3 weeks\*  
323-0405 Room 101 Town Hall

Negative Determination	Positive Determination
------------------------	------------------------

Submit Application for Wetland Permit for approval to Conservation Commission (Notice of Intent)  
Usual time frame: 6 weeks

Contact Health Department to have Perc Test performed.  
Time frame: performed during months of March/April/May – schedule appointments  
Board of Health: 323-0406 Mon/Wed/Friday Office Hours 9:00 – 2:00

Submit Well Permit Plans for approval to health officer.  
Usual time frame: 1 – 3 days (can take up to 21 days)\*

Submit Septic Design/Permit Plans for approval to Board of Health.  
Usual time frame: 3 weeks (can take up to 45 days)\*

### Apply for Building Permit with Building Inspector

#### Documents Required:

1. -Approved well permit and copy of well completion report or Town Water Permit
2. Approved Storm Water Permit
3. Approved Septic permit or Sewer permit
4. Trench Permit
5. Surveyed plot plan –will usually come with Septic Design
6. Energy Code Compliance/Stretch Code Compliance:  
New Homes Require HERS Rater review – Download at:  
[www.mass.gov.appendix120aa](http://www.mass.gov.appendix120aa)
7. Two sets of house plans \*\* *see side note per 780 CMR*
8. Permit from Conservation Commission (Order of Conditions)

\*\* At a minimum, construction documents should include the following:

1. Site plan;
2. Foundation plan and details (as necessary);
3. Floor plans (including basement and attic levels, if applicable); floor plans shall include location of all required fire protection systems and heating systems storage areas.
4. Exterior building elevations;
5. Framing plans and/or building section(s) adequately depicting structural systems;
6. Schedules, legends and/or details adequately depicting doors, windows and related material installations; and
7. Energy conservation information.