

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
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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. Curb Cut Application – get thru DPW
5. Surveyed plot plan –will usually come with Septic Design
6. Energy Code Compliance/Stretch Code Compliance
7. Trench Permit
8. Two sets of house plans **** see side note per 780 CMR**
9. Permit from Conservation Commission (Order of Conditions)

**** MANDATORY FOR NEW CONSTRUCTION**

****At a minimum, construction documents shall include the following:**

1. Site plan;
2. Foundation plan & 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 sections(s) Adequately depicting structural systems;
6. Schedules, legends and/or details adequately Depicting doors, windows and related material Installations; and
7. Energy conservation information.