

**TOWN OF WARREN
BUILDING DEPARTMENT**

***BUILDING PERMIT APPLICATION
REQUIRED DOCUMENTS CHECKLIST***

PLEASE READ COMPLETELY

Attached you will find a Building Permit Application Required Documents Checklist. This checklist will assist you in preparing your permit application for review. Please pay close attention to all the required items. **Any missing item will cause your application to be DENIED.**

Page 2 is to be used with applications for One & Two Family Dwellings.

Page 3 & 4 are used for additions, alterations, remodeling of one & two family dwellings or structures ***accessory to a dwelling***.

Page 5 is to be used for all other projects. (i.e. any new construction, additions, alterations or changed use of any project that is NOT one or two family dwelling related).

For a detailed description of checklist item #'s on **Pages 3 & 4** (i.e. #1, #2, #6, etc.) refer to **Page 2**, checklist for one & two family dwellings.

Once you have compiled all the required documents attach them **to the checklist** and submit them for review. Applications may be delivered to the Building Department in the Shepard Building 48 High Street, Monday thru Thursday during regular business hours. **If the checklist is not complete all documents will be returned to you** with an explanation as to what additional information is needed. The Inspector of Buildings will review your application and you will be notified when the permit has been approved or denied. For new homes and large additions the review will usually be completed in approximately 7 to 10 days. Larger projects may take longer. Small additions or accessory buildings require less time.

IMPORTANT NOTE: The REQUIRED DOCUMENTS CHECK LIST - Page 2 - must be attached to ALL one & two family dwelling related applications. Page 5 for ALL other applications.

Official Use Only

Application Received _____ Returned _____ Approved _____

Page 2
TOWN OF WARREN BUILDING DEPARTMENT
REQUIRED DOCUMENTS CHECK LIST
ONE & TWO FAMILY DWELLINGS ONLY

1. Required Documents Check List
 - ATTACH THIS FORM**
 - NOTE: Failure to comply with ALL required documents SHALL result in denial of permit.**
2. Building Permit Application for One or Two Family Dwellings.
 - All items in Section 1 through Section 6b completed.**
 - Property owner signed application (**Section 2.1 and Section 6a or 6b**).
 - If Owner obtains permit attach **Homeowner Exemption Form or HIC Exemption Form**
 - Attached Workers' Compensation Insurance Affidavit (**Section 4**).
 - INCOMPLETE APPLICATIONS WILL BE DENIED!**
3. Sewage Disposal System:
 - Private: Attach copy of **Disposal Works Permit** (Issued by the Board of Health).
 - Public: Attach copy of Sewer Connection Permit (Issued by the Sewer Dept.).
4. Water Supply:
 - Private: Attached copy of **well completion report and water test** (potable water).
 - Public: Attached copy of Water Connection Permit (Issued by the Water Comm.).
5. Driveway Permit or Curb Cut:
 - Attach copy of Street Entrance Permit, signed by the Highway Dept. & Treasurer.
6. Plot Plan – **REQUIRED on ALL projects** which include exterior work and must include:
 - Distance of existing & proposed structures to **property lines, wetlands** & other structures.
 - (Front yard area: Measured from lot line, **NOT** from the road pavement)
 - Well location.
 - Septic location.
 - Driveway.
 - All existing and proposed structures.
 - Street frontage.
 - Lot size.
 - Rivers, streams, ponds and wetlands.
7. **Three** complete sets of Building Plans – to include:
(Exception; Two sets for projects **not** requiring Smoke or CO detectors)
 - Scale (minimum) ¼ inch equals 1 foot**
 - Foundation Plan
 - Floor Plan for each level. Before and after for remodeling projects.
 - All rooms labeled and all window sizes labeled
 - Exterior building elevations
 - Sectional / Skeleton view (footings to ridge line) with lumber dimensions
 - Smoke and Carbon Monoxide detectors - location, **type & manufacturer specifications.**
 - Engineered spec sheet for all engineered products, i.e. LVL's, Trusses, Steel Beams, etc.
8. Energy Efficiency Construction Documents or copy of ResCheck. (www.energycodes.gov)
 - Attach Construction Documents as per 780 CMR 61 (IECC 2009 Section 104) or;
 - Attach copy of ResCheck (Note: Use Code - 2009 IECC & Town of Warren)
9. House Number (Board of Assessors)
 - On application and posted on job site.

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**REQUIRED DOCUMENTS CHECK LIST
PAGE # 2 MUST BE ATTACHED TO ALL APPLICATIONS**

ACCESSORY USES – (Accessory to One & Two Family Dwellings)

ADDITIONS:

- #2 – Building Permit Application
- #3 – Disposal Works Permit – if adding a bedroom – septic systems only
- #5 – Driveway Permit or Curb Cut – only if changing location of street entrance
- #6 – Plot Plan
- #7 – Three complete sets of Building Plans
- #8 – Energy Efficiency Construction Documents or ResCheck (only if heated/cooled).

GARAGES/BREEZEWAYS:

- #2 – Building Permit Application
- #5 – Driveway Permit or Curb Cut – only if changing location of street entrance
- #6 – Plot Plan
- #7 – Complete set of Building Plans
- #8 – Energy Efficiency Construction Documents or ResCheck (only if heated/cooled).

ALTERATIONS/REMODEL: (No increase in footprint or additional living space)

- #2 – Building Permit Application
- #3 – Disposal Works Permit – if adding a bedroom – septic systems only
- #7 – Three complete sets of Building Plans – Existing and Proposed
- #8 – Energy Efficiency Construction Documents or ResCheck (only if exposing framework, i.e. gutting).

ACCESSORY BUILDING/SHED:

- #2 - Building Permit Application – Exempt: 1 story tool or storage shed < 200 sq. ft.
- #5 – Driveway Permit or Curb Cut – only if changing location of street entrance
- #6 – Plot Plan
- #7 – Complete set of Building Plans

CHIMNEY/FIREPLACE:

- #2 – Building Permit Application

**TOWN OF WARREN
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ACCESSARY USES – (Accessory to One & Two Family Dwellings)
Continued

DECKS/PORCHES:

- #2 – Building Permit Application
- #6 – Plot Plan
- #7 – Complete set of Building Plans

ROOFING/SIDING/WINDOWS:

- #2 – Building Permit Application

SWIMMING POOLS:

- #2 – Building Permit Application
- #6 – Plot Plan
- #7 – Complete set of Building Plans – if in-ground to include: sectional view, all pool Dimensions. If diving board installed: height above water and exact location of board

WOOD/COAL/PELLET STOVES:

- #2 – Solid Fuel Appliance Permit Application
- Section 3.1 **&** 3.2 **MUST** be completed (If owner installed enter OWNER in Section 3)
- Section 5 - Description of Work, enter: Appliance type, Model & Serial # & room location.
- Section 6a **MUST** be signed by Owner and Section 6b **MUST** be signed by installer.
- Appliance **must have** affixed manufacturers label and installed per manufacturer's instructions and CMR 780 Section 6007.

Page 5

TOWN OF WARREN BUILDING DEPARTMENT REQUIRED DOCUMENTS CHECK LIST *OTHER THAN ONE & TWO FAMILY DWELLINGS*

1. Required Documents Check List.
 - Attached: **ATTACH THIS FORM.**
3. Building Permit Application. **Four copies. (DO NOT use 1 & 2 Family dwelling application)**
 - All items in **Section 1** through **Section 11 MUST** be completely filled out.
 - INCOMPLETE APPLICATIONS WILL BE DENIED AND RETURNED.**
4. Construction Control (Required for **ANY work** on buildings greater than 36,000 cu.ft. in volume).
 - (2009 IBC/Mass. Amendments 107.6) Permit application Section 10.1 completed.
5. Sewage Disposal System (if structure requires new or enlarged system):
 - Private: Attach copy of **Disposal Works Permit** (Issued by the Board of Health).
 - Public: Attach copy of Sewer Connection approval.
6. Water Supply (if use will require water supply):
 - Private: Attach copy of well completion report and water test (potable water).
 - Public: Attach copy of water Connection Permit (Issued by Water Comm.)
7. Driveway Permit or Curb Cut (if new or changing existing):
 - Attached copy of Street Entrance Permit, signed by the Highway Dept. and Treasurer.
8. Site Plan Review (Planning Board, if required for project)
 - Attached copy of approved Site Plan Review.
9. Plot Plan (Showing all existing and proposed structures) - to include:
 - Distance of existing and proposed buildings to all **property lines, wetlands &** other structures.
 - Parking, egress and drainage plans. (All projects requiring external alterations/additions)
 - Well location, Septic location and Driveway location, when applicable.
 - All existing and proposed structures.
 - Street frontage and Lot size.
 - Rivers, streams, ponds and wetlands.
10. Three complete sets of Building Plans - to include:
 - Use Group and Construction Type
 - Investigation and Evaluation Report (2009 IEBC/Mass. Amendments Section 101.5.4.0)
 - Foundation Plan
 - Floor Plan (for each level)
 - All rooms labeled and all window sizes labeled
 - Exterior building elevations
 - Sectional / Skeleton view (footings to ridge line) with lumber dimensions
 - Fire detection and suppression system documents as per 2009 IBC/Mass. Amendments Chapter 9
 - Engineered spec sheet for all engineered products, i.e. LVL's Trusses, Steel Beams, etc.
11. Energy Efficiency (2009 IECC/Mass. Amendments Section 104)
 - Attached Construction Documents contain all required information per section 104.2.
12. Street Number / Address (Board of Assessors)
 - On application and **posted on job site**

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REQUIRED DOCUMENTS CHECK LIST
*OTHER THAN ONE & TWO FAMILY DWELLINGS***

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Application Received: _____ Returned: _____ Approved: _____