

## **TOWN OF WESTON BUILDING PERMIT INSTRUCTIONS**

**Application Section 1 - 6** - Site, Property Ownership, Construction Services (copy of contractor's licenses), Owner Authorization (**owner must sign application**), Workers Comp Insurance, Workers Comp Affidavit, complete with clear description of work. Permit Fee - \$10.00/1000, minimum \$50.00, round to the nearest whole dollar

**Application Section 7 - Approvals** - all necessary **before submission**

**Application Section 8- Demo Only** - \$200 minimum permit fee; notice to joining abutters to the right, left and rear; Dig Safe Number; disconnect letters from Eversource, National Grid, Water; Board of Health, Fire approvals; plot plan of site being demolished including fencing and limit of work; Application to Stormwater Engineer - inspection of erosion control before demo if applicable.

**Application Section 9- Debris Disposal** - name, location and signature of applicant

### **Proposed and As built Final Certified Plot Plans**

For proposed and final construction - a certified plot plan submitted by a registered land surveyor for new homes, additions, pools, garages, retaining walls, decks, pools, pool equipment, A/C condensers and generators See Zoning Bylaw Section II "Structure" for **full** details. If applicable plot plan showing proposed earthwork calculations; refer to Zoning Bylaw Section V. I. 3.

Plans must show location of buildings on lot, setbacks to lot lines, street lines, overhangs, all dimensions, easements, wetlands, flood zones, etc. For Details "Regulation for Plot Plans" obtained at the Building Dept.

- **Proposed Submission** - Submit to this office a paper copy **plus** a digital submission emailed to [cohen.m@westonma.gov](mailto:cohen.m@westonma.gov) format in Adobe.pdf detail & to scale.
- **Final As-Built Submission** - Submit to this office a paper copy **plus** a digital submission emailed to [cohen.m@westonma.gov](mailto:cohen.m@westonma.gov) format in Adobe.pdf detail & to scale.

**Plans are submitted in:** NAVD - North American Vertical Datum of 1988 for the purposes of dimensional determinations

**Elevations for building height** - story above grade and building height calcs for new structures are required. Refer to formula in Zoning By-Law, signed and wet stamped by the engineer.

**Other permits may be required:** Sheet Metal for HVAC systems, and/or regulated venting, duct work, exhaust and gauges; Mechanical for HVAC, Generators; Storm Water Management, drainage issues, curb cuts, water supply, etc. Planning Board, Conservation, Historic Commission - dwelling built before 1945; Board of Appeals, Board of Health, Fire Department; and or DPW - street permits

**Upon completion of construction, all new structures will require a notarized affidavit for actual cost of construction**

### **Architectural Plans Requirement:**

1. **Two (2) sets of large plans (24X36) and two (2) 11x17 plans bear the original signature and original (wet) seal. One large and 2 small sets of plans must be stamped by the Fire Department.**  
Digital submission online, or email to [cohen.m@westonma.gov](mailto:cohen.m@westonma.gov) format in Adobe.pdf detail and to scale.
2. Emergency egress windows (one each bedroom) shall have net clear opening detailed on plan.
3. Emergency egress basement window and well shall be detailed on plan.
4. Tempered glass for bathrooms, stairs, etc. shall be detailed on plan.
5. Stretch energy code requirements (effective 1/1/2012) for new structures, renovations, additions, and repairs shall be detailed on plan, new structures Hers Rater required.
6. Shear wall/brace wall locations and their makeup shall be detailed on plan.
7. Low pitch roof and flat roof shall have detail of pitch, underlayment, and snow load shown on plan.
8. Roof rafter framing shall include collar tie schedule detail on plan.
9. Retaining walls and decorative walls 36 inches or more above natural grade shall be detailed on plan.
10. Plans should not carry phrase like "to meet all current codes" but instead should show details of compliance on plan.
11. House layout shown on plot plan should match that of house dimension on architectural plan including height and RGFA when applicable.