

Plan Review Checklist On-Line Submission

9th edition, Massachusetts State Building Code

The following symbols indicate in this plan review items have been satisfied for the purpose of plan review. X ✓

If section states "complete" that indicates that section is satisfied move to next section.

If unchecked that item needs to be addressed.

Property Address: _____

Review by: _____

Review Date Started: _____ Completed Review Date _____

E-Mail Address _____ Phone Number _____

Permit Application Denied

Approved as submitted

Approved as noted

Resubmit with requested information for approval

1. Project Information:

- Type of Proposed Work
- Property Type
- Brief Description of Proposed Work

2. Site Information:

- Lot Area
- Frontage
- Zoning Overlay District
- Flood Zone Designations
- Water Supply
- Sewage Disposal system
- Zoning District
- Flood Zone Information
- Construction Type

3. Conservation:

- Within 100ft of wetland
- Within 100ft of pond
- Within 200ft of a stream
- Within 100ft of brook
- Within 100ft of waterway

4. License Construction Supervisor:

- Name
- Phone #
- License #
- Mailing Address
- Email
- Expiration Date

5. Registered Architect

- Architect Name
- Telephone
- Expiration Date
- Architect Address
- Registration Number

6. Registered Professional Mechanical Engineer

- Mechanical Engineer Name
- Telephone
- Expiration Date
- Address
- Registration Number

7. Registered Professional Engineer

- Engineer Name
- Area of Responsibility
- Expiration Date
- Address
- Registration Number

8. Structural Engineer Peer Review

- Independent structural engineering peer review required
- Structural Engineer of Record Name
- Program submitted
- Address

9. Fire Protection Engineer Sprinkler

- Engineer Name
- Telephone
- Expiration Date
- Address
- Registration Number

10. Fire Protection Engineer Fire Alarm

- Engineer Name
- Telephone
- Expiration Date
- Address
- Registration Number

11. Building Height & Area

- o Number of existing floors
- o Number of proposed floors
- o Floor Area per Floor Existing
- o Total Area Existing (SF)
- o Total Height Existing (SF)
- o Total Height Proposed (SF)
- o Floor Area Basement Proposed (SF)
- o Occupancy Load Basement Proposed
- o Floor Area 1st Floor Proposed (SF)
- o Occupancy Load 1st Floor Proposed
- o Floor Area 2nd Floor Proposed (SF)
- o Occupancy Load 2nd Floor Proposed
- o Floor Area 3rd Floor Proposed (SF)
- o Occupancy Load 3rd Floor Proposed
- o Total Area Proposed (SF)

12. Use Group

- o Use Group
- o Mixed Use, or Special Use

13. Control Construction

- o NFP 241 reviewed and approved
- o Sprinkler Protection Narrative Tier 1 reviewed and approved
- o Fire Protection Narrative Tier 1 reviewed and approved
- o Burglar Alarm Narrative including interface hardware (tier 2) reviewed and approved
- o IEBC Building Evaluation Report including compliance method

14. Construction Drawings

- Address with Assessor Map and Parcel
- Date of latest revision
- Tabulated Square Foot Area all levels (and spaces if applicable)
- Design live load all spaces and levels
- Building height above grade
- Wind Exposure category each building side
- Window, door, skylight, and cladding schedule showing associated positive and negative design pressure and zone number including manufacturers specifications cut sheets on each type of window, door, skylight and cladding being installed.
- **Entire floor plan including space that is being renovated**
- Building dimensions Space designation – (ie: retail space, office, storage, etc.)
- Demonstrate light and ventilation compliance
- Door and window location per schedule on cover sheet, identifying egress
- Show attic access size and location
- Location of existing in proposed smoke and heat detectors
- Location of existing and proposed sprinkler heads

15. Mechanical Review

- Mechanical ventilation (Mandatory). Location of unit must be marked on plans specification along with installation manual must be submitted.
- If utilizing existing equipment, you MUST submit a heat loss calculation showing existing loads and proposed new loads
- Heating system location, size (BTU), location of fuel source and method of combustion air make-up
- Location of ductwork...if installed in exterior wall, the Energy Conservation Application Form noted above must reflect decreased R-value or indicate method of maintaining exterior wall integrity
- Completed Mechanical Permit application

16. Foundation Plan

- Show dimensions and location of all footings, pads and columns
- Footing sections and elevations where steps are intended
- Show size and location of all steel reinforcement bars if applicable
- Wall height and thickness with concrete PSI rating including garage slab PSI
- Anchor bolt size, spacing and embedded depth
- Show basement / crawl space ventilation method
- Show basement / crawl space access size and location
- Location and framing size of all cripple walls, with detail of walls less than 14-inch stud height
- Demonstrate compliance with Foundation Clearance from Slope
- Conventional framing plans all levels including roof, showing size, spacing and direction of structural members

17. Framing Plan Review

- Conventional header and beam sizes, spans and bearing clearly showing load path to foundation (ie: doorways, windows, archways, overhead doors, covered porches and decks and structural ridges). Detail showing insulated headers.
- Engineered floor framing and roof truss plans stamped by a professional registered engineer in the Commonwealth of Massachusetts.
Raised rafter construction details stamped by a professional registered engineer in the Commonwealth of Massachusetts.
- Roof truss layout shall show type of uplift protection, bearing location, hangers and any other unique application. Multiple roof layouts shall require separate roof sectionals.

- Engineered manufactured beams and columns stamped by a registered professional engineer in the Commonwealth of Massachusetts. Calculations shall be site specific verifying they generated the loads indicated and that the input and output data provided is site specific to include verification of load path and column adequacy to foundation...disclaimers of any kind shall be rejected.
- Provide stamped engineered analysis for bearing stud wall height greater than 10 feet, and for non-load bearing stud walls in excess of heights
- Show exterior and interior wall bracing locations supporting wall brace method identified on cover sheet.

18. Elevations

- Exterior building elevations all sides to include final grade
- Exterior siding material – provide evaluation report for types of exterior wall cladding in conformance with the design pressure schedule provided on the cover sheet Exterior roofing material in conformance with the design pressure schedule provided on the cover sheet.
- Exterior building elevation demonstrating protection of wood-based products against decay

Any person who is aggrieved by an interpretation, order, requirement, direction or failure to act by any state or local agency or official charged with the administration or enforcement of the State Building Code (780 CMR) or any of its rules and regulations, may file an appeal with the Building Code Appeals Board as prescribed in M.G.L. c. 143, §100

CHECKLIST FOR APPLICATION

1. Owner's Authorization Form Completed
2. Electronic set of plans for the building or structure
3. Mechanical Application (If applicable)
4. Site Plan prepared by Engineer or Registered Land Surveyor showing location of buildings or structure to lot lines also proposed location of new structures as per 780 CMR 110.10
5. Sewer Department Approval or Approved Septic Plan
6. Water District Approval Letter
7. Well Water Quantity & Quality Approval certificate from the Board of Health
8. Fire Aram Narrative Tier 1 (If applicable)
9. Sprinkler System Narrative Tier 1 (If applicable)
10. Driveway Permit from The Highway Department (If applicable)
11. Copies of Variances or Special Permits Granted by The Planning Board or Zoning Board of Appeals or any other Town Boards
12. Worker's Compensation Certificate
13. Insurance Binder from Insurance Company made out to the Town of Grafton
14. Copy of Construction Supervisor License
15. Statement for disposal of debris (If applicable)
16. Com-Check & Light-Check (If applicable)
17. Copies of Construction Control Forms