

Plan Review Checklist On-Line Submission

1 & 2 Family Residential

10th edition, Massachusetts State Building Code

Property Address: _____

Review by: _____

Review Date Started: _____ Completed Review Date _____

E-Mail Address _____ Phone Number _____

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.

Permit Application Denied

Approved as submitted

Approved as noted

Resubmit with requested information for approval

Project Information:

- Location and Nature of Proposed Electrical Work
- Utility Authorization #
- Residential Dwelling Units
- Type of Work
- Is this project in conjunction with a building permit
- Estimated Cost of Work
- Occupancy Type
- Work to Start
- Square Footage

Site Information:

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

Construction Details:

- Building Code Edition
- Sprinkler System

Estimated Construction Cost:

- Building
- Electric
- Fire Protection

Insurance:

Type of Insurance Coverage:

Workers' Compensation Affidavit Signature :

Insurance Policy Information:

Affidavit Signature:

License Construction Supervisor:

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

Electrician License Information:

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

Registered Home Improvement Contractor:

- Contractor's Name
- Registration #
- Mailing Address
- Email
- Business Name
- Registration Expiration Date
- Preferred Telephone #

Part 1 Electric Review Roof Top Solar Panel Review

- Location of electrical service, sub panels, combiner boxes, inverter, AC and DC disconnects conduit junction boxes, and battery banks.
- Electrical Drawing –8 ½” x 11” minimum size drawings
- One or three-line electrical diagram detailing the installation, associated components, and electrical interconnection methods, with all National Electrical Code compliant disconnects and overcurrent devices.
- Specification Sheets for Equipment from Manufacturer
- Documentation of the major system components to be used, including the PV panels, mounting system, and inverter
- Electrical One-Line Diagram Stamped by Electric Engineer
- Attachment and/or Mounting Details
- Solar PV Module Specification Sheet
- Inverter Specification Sheet
- Pole or Ground Mount Inform

Part 2 Building Review Drawings, Plans, & Calculations Roof Top Solar Panel Review

- Structural Review & Letter from Massachusetts Certified Engineer (roof-mounted)
- The letter must contain structural calculations certifying that existing structure can support the proposed solar PV system and is still capable of supporting required snow loads under the current 780 CMR.

Part 3 NFPA 1 section 11.12.3.2 One- and Two-Family Dwellings and Townhouses

section 11.12.3.2.3 * Access Pathways

- Not less than two 36 in. (914 mm) wide access pathways on separate roof planes, from gutter to ridge, shall be provided on all buildings.
- One access pathway shall be provided on the street or driveway side of the roof
For each roof plane with a PV array, a 36 in. (914 mm) wide access pathway from gutter to ridge shall be provided on the same roof plane as the PV array, on an adjacent roof plane, or straddling the same and adjacent roof planes.
Access pathways shall be located in areas with minimal obstructions such as vent pipes, conduit, or mechanical equipment.
- For PV arrays occupying up to 33 percent of the plan view roof area, a minimum 18 in. (457 mm) setback shall be provided on either side of a horizontal ridge
- For PV arrays occupying more than 33 percent of the plan view roof area, a minimum of 36 in. (914 mm) setback shall be provided on either side of a horizontal ridge.

CHECKLIST FOR APPLICATION CHECKLIST

1. Owner's Authorization Form Completed
2. Signed contract between homeowner and the registered home improvement contractor subject to MGL c 142
3. In lieu of submitting a signed contract as the owner of record, the owner shall submit Signed Affidavit for Home Improvement Contractor Required Contract Terms
4. Electronic Set of plans for the building or structure
5. Worker's Compensation Certificate
6. Insurance Binder from Insurance Company made out to the Town
7. Copy of Construction Supervisor License
8. Copy of Home Improvement Registration (If applicable)
9. Statement for disposal of debris (If applicable)
10. 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

Right to Appeal

Pursuant to Massachusetts General Laws, Chapter 143, Section 100,

"Whoever is aggrieved by an interpretation, order, requirement, direction or failure to act by any state or local agency or any person or agency charged with the administration or enforcement of the State Building Code may, within forty-five (45) days after the service of notice thereof, appeal from such interpretation, order, requirement, direction or failure to act to the State Building Code Appeals Board."

Appeal forms are available through the Massachusetts Building Code Appeals Board.

Application Expiration Notice (780 CMR R105.5)

Pursuant to 780 CMR §R105.5, if no further action or response is received within 180 days from the date of this notice, this application will be considered abandoned and shall be deemed invalid without further notice from the Building Department. Any subsequent request to proceed will require the submission of a new building permit application in full compliance with the applicable code in effect at that time.