

Plan Review Checklist for 1&2 Family Residential  
 Roof, Siding and Window  
 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 \_\_\_\_\_

Permit Application Denied

Approved as submitted

Approved as noted

Resubmit with requested information for approval

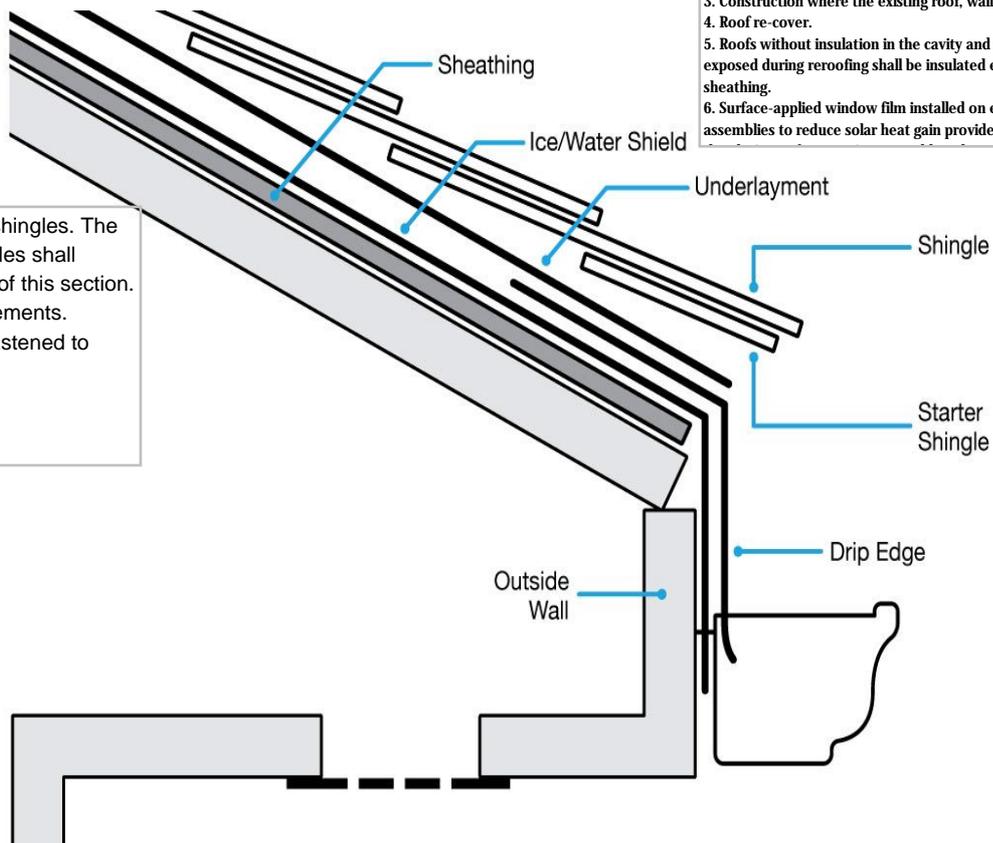
**GENERAL SUBMISSION INFORMATION:**

- o Type of Siding including manufacturers specifications.
- o Doors and windows location per schedule on cover sheet, identifying egress windows and safety glazing including manufacturers specification cut sheets on each type of door & window
- o Type Roof including manufacturers specifications cut sheets installation guide.
- o Scope of work includes contractor observed there is insulation in the cavity above or below sheathing.

- o Ice & Water detail  
amount to be installed of ice & water to be installed \_\_\_\_\_
- o Existing Roof Information  
existing layers \_\_\_\_\_  
Removing ALL existing layers and installing New Yes \_\_\_ No \_\_\_

**IECC 2018 SECTION R503 ALTERATIONS**  
**R503.1 General.** Alterations to any building or structure shall comply with the requirements of the code for new construction. Alterations shall be such that the existing building or structure is not less conforming to the provisions of this code than the existing building or structure was prior to the alteration.  
**R503.1.1 Building envelope.** Building envelope assemblies that are part of the alteration shall comply with Section R402.1.2 or R402.1.4, Sections R402.2.1 through R402.2.13, R402.3.1, R402.3.2, R402.4.3 and R402.4.5.  
**Exception:** The following alterations shall not be required to comply with the requirements for new construction provided that the energy use of the building is not increased:  
 1. Storm windows installed over existing fenestration.  
 2. Existing ceiling, wall or floor cavities exposed during construction provided that these cavities are filled with insulation.  
 3. Construction where the existing roof, wall or floor cavity is not exposed.  
 4. Roof re-cover.  
 5. Roofs without insulation in the cavity and where the sheathing or insulation is exposed during reroofing shall be insulated either above or below the sheathing.  
 6. Surface-applied window film installed on existing single pane fenestration assemblies to reduce solar heat gain provided that the code does not require

2015 IRC R905.2 Asphalt shingles. The installation of asphalt shingles shall comply with the provisions of this section. R905.2.1 Sheathing requirements. Asphalt shingles shall be fastened to solidly sheathed decks



**Registered Home Improvement Contractor:**

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

**License Construction Supervisor:**

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

**Homeowner License Exemption:**

- o Name Homeowner
- o Phone #
- o Homeowner Signature

## CHECKLIST FOR APPLICATION ROOF, SIDING and WINDOWS

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. **Specification of material being installed**
5. Worker's Compensation Certificate
6. Insurance Binder from Insurance Company made out to the Town
7. Homeowner License Exemption (If applicable)
8. Copy of Construction Supervisor License
9. Copy of Home Improvement Registration (If applicable)
10. Statement for disposal of debris (If applicable)

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