



TOWN OF FOXBOROUGH

Inspections Department

40 South Street
Foxborough, Massachusetts 02035
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BUILDING PERMIT APPLICATION REQUIREMENTS IBC 2015, 780 CMR 9TH EDITION W/AMENDMENTS SUBMITTAL DOCUMENTS

The Foxborough Inspections Department requires the following construction documents to be submitted with a Building Permit Application as provided for in 780 CMR 9th Ed., Massachusetts State Building Code, Section 105 (IBC 2015).

1. Completed Building Permit Application with appropriate sign-offs for Board of Health, Planning Department, Conservation Department, Water and Sewer Department. It is the responsibility of the applicant to obtain the signatures. An application will be considered incomplete without these approvals and will not be issued.
2. One full size set of scaled construction plans and two (2) half size sets bearing the seal and signature of a registered architect/appropriate engineer of record. Plans shall include all architectural, structural, MEP, Fire Protection/Sprinkler plans and Energy Compliance documents as specified in Section 103.2 of the International Energy Code. The plans and documents shall include a Building Code Compliance Review or Analysis. The Inspections Office will also require one (1) set of plans in pdf. format on electronic disc. One set of plans will be forwarded by the Inspections Department to the Fire Department for their review and approval.
3. One (1) set of site plans showing all information as provided for in 780 CMR, Section 107.2.5.
4. If applicable, one (1) copy of Site Plan Approval, Special Permit, and/or variance obtained from the Town authorizing the proposed project.
5. If the proposed work involves an existing building, a building evaluation by the architect/engineer of record shall be submitted, specifying the existing load capacities for all structural members, building alteration conditions, and if applicable, alternative construction methods being proposed. For existing buildings, the applicant shall provide the current assessed value of the building on the building permit application.
6. One (1) set each of Initial Construction Control Document form in the format provided by the Board of Building Regulations and Standards (BBRS). These forms are available at the Inspections Department and at the Department of Public Safety Website. One form shall be submitted by each person responsible for the building design. The Inspections and Site Review Document shall also be included with the Construction Control form.
7. Two (2) Fire Protection/Sprinkler Narratives as specified in 780 CMR, Section 901.2.1 (Mass. Amendment).
8. If required by 780 CMR, a report by a third party independent structural engineer shall be submitted with the application.

9. A completed Workmen's Compensation Affidavit along with a Certificate of Insurance for the applicant. If appropriate, a completed Solid Waste Disposal Affidavit.
10. A valid copy of the applicant's Construction Supervisors License with photo I.D.
11. The appropriate building permit fee shall be included with the building permit application. The building permit fee is based on estimated cost of construction at \$100.00 for the first one thousand dollars plus \$15.00 for each thousand thereafter. The fee is non-refundable and non-transferable.

Building permit, electrical, plumbing, gas, mechanical and sheet metal applications can be obtained on-line at www.foxboroughma.gov, on the Inspections Department webpage.