

BUILDING PERMIT SUBMITTALS TO BE INCLUDED WITH COMPLETED APPLICATION

The Building Permit application information must be accurate and thorough. Completeness will directly affect the time required to process the application. Make sure that the location of the proposed work (street number, not the lot number) is provided. Except for work that is minor in nature, the application must be approved and signed by the Planning Board, Board of Health, Conservation Commission and the Water/Sewer Department. The appropriate signatures must be affixed on the last page of the application. **IT IS YOUR RESPONSIBILITY TO HAVE THIS SECTION COMPLETED. A BUILDING PERMIT WILL NOT BE ISSUED WITHOUT THESE APPROVALS.**

INCLUDE THE FOLLOWING WITH THE APPLICATION
(Use the checklist provided to determine completeness.)

- ❑ Building Permit fee, payable to the Town of Foxborough.
- ❑ Workers Compensation Affidavit, completed and signed by the applicant (form is available in the Inspections Department).
- ❑ Copy of Construction Supervisor's License and Home Improvement Registration, if applicable to the scope of the proposed work.
- ❑ If the footprint of an existing structure is being changed or a new building is being located on a lot, a scaled plot plan must be submitted. The plot plan, **drawn and stamped by a registered land surveyor**, must show lot dimensions, locations and setbacks of all existing and proposed structures, easements, septic systems, location of any flood zone and wetlands.
- ❑ Two (2) sets of scaled construction drawings (11" x 17") indicating the location of fire alarms, required for new construction, renovation or alterations (three (3) sets if involving bedrooms). The Building Commissioner may waive the requirement for filing plans when work involved is minor in nature. The scaled construction plans must include foundation details, floor plan of each floor showing room dimensions, window and door location and dimensions, stair location, structural (include connection detail and Massachusetts engineer's stamp on specification sheet for engineered elements), mechanical and electrical plans in sufficient detail to determine code compliance.
- ❑ For new construction or addition, include copy of completed Energy Conservation Application or RES-Check (see website www.energycodes.gov for form).
- ❑ Include a Waste Disposal Affidavit if demolition and debris removal is involved with the proposed work (form is available in the Inspections Department).