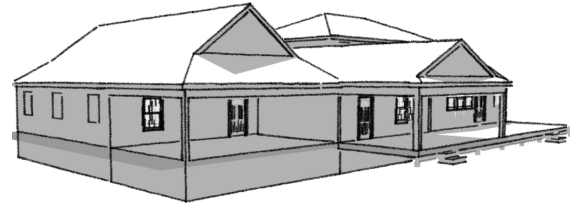


New Single and Two Family Structures and Additions



This checklist is intended to aid in obtaining a building permit for any one or two family dwellings or any structure accessory to a one or two family dwelling or and addition thereto. Prior to applying you will need to gather basic information about the location. This information will govern what the requirements will be applied to the project.

- The site address
- The property owners name
- The age of the home
- The map and parcel or map and lot number
- Is the property in the historic district?
- The zoning district
- Is the project in a District of Critical Planning Concern?
- Is the project in a flood plane?
- Is the project in or proximity to wetlands?
- Is the project in a Nitrogen zone II?
- Is municipal sewer available?
- Do you need a private septic system?
- Does the property abut a public water purveyor?
- Do you need a private well?
- Is a curb cut permit needed?
- Does the property have road access?

Most of the information can be obtained online at the GIS website:

<http://www.mapsonline.net/oakbluffsma/index.html> click on the FIND TAB on the left. Type in the street name *In the address box*. Type in house number in the next box over to the right. An image of the property appears on the Right. Property information appears on the Left. In the property information you will find “the parcel ID. This is the Map and Parcel Number. You will also find the owner of records name. You can also determine the age of the existing building. Using the measuring tools at the bottom of the web page you can determine the *approximate* frontage and the *approximate* area of the property. You can also measure the *approximate* setbacks of any existing buildings. By using the LAYERS TAB on the left you can determine whether the parcel is in the Copland Historic District, any DCPC, Floodplain, or Nitrogen Zone II you can also determine Which zoning district your property is located in.

You can use the information you gathered to determine the basic zoning requirements. The zoning bylaws may be found at; <http://www.oakbluffsma.gov/index.cfm/page/Documents-and-Forms-/pid/10255>

At the bottom of the list you will find the zoning bylaws and appendix A and appendix B

All the information regarding standard zoning and the DCPC’s may be found there. Appendix A tells you which uses are allowed in which zone. Appendix B tell you what size the property needs to be in order to be conforming and how fare back buildings need to be from the front, sides and rear property lines. If your property is located in a DCPC there will be special requirements located in chapter 9 of the Zoning Bylaw. If your property is located within the Copeland District you will also be located within the Cottage City Historic District Commission. Their regulations may be found in section XXIII on page 44 of the general bylaw. You can read it at; <http://www.oakbluffsma.gov/index.cfm/cd/FAP/cdid/10944/pid/10389>

The documents you will need

One copy of...

- A **COMPLETELY AND LEGIBLY** filled out Building Permit Application. TAKE YOUR TIME and be neat! If the owner's agent submits the permit application, the agent must fill out section 5 and 7B and the owner must fill out section 7A. If the contractor provides a complete contract signed by the owner then 7A may be left blank. If the owner wishes to act as his own contractor then he or she must fill out 7B and may leave section 5 blank.

Two sets of...

- Certified Plot Plans showing the lot frontage and area, with existing and proposed setbacks.
- Reschek insulation calculations if applicable
- Structural Calculations if applicable
- **The ma high wind checklist** or an engineering report for wind loading from a registered design professional a copy of the MA high wind checklist can be found at <http://www.mass.gov/eopss/consumer-prot-and-bus-lic/license-type/csl/building-code-one-and-two-family-dwelling.html#B11>

Three sets of...

- Complete set of drawings containing the following information
 - Fully dimensioned.
 - All rooms and spaces must be labeled.
 - All door and opening sizes must be labeled.
 - All smoke detector locations.
 - A window schedule with dimensions.
 - All insulation types and locations.
 - Elevations showing the height of the structure.
 - Roof, ceiling and floor framing diagrams.
 - Sections as needed.
 - A foundation plan showing rebar, anchor bolt and holdown locations.

Incomplete applications may be refused!

Neatness counts! The more complete and thorough and neat and organized the application the faster it can be processed. Do not be concerned about providing too much information. No permit was ever delayed or denied because too much information was provided. Plenty of permits have been denied because of too little information. Providing a complete application will also save you a great deal of legwork.

The application process

Look at the last page of the application. You will see signoffs for the water department Sewer Commissioner and Fire Department and Police Department. These departments are not in the town hall and the applicant must obtain these signatures prior to submitting the application to the building department. Some projects will need all 4 of the signoffs some projects will need none of the 4. Below are the conditions that trigger their signoffs.

- The Police Department signoff is required when a new or change of street address is needed for the project
- Water department signoff is needed for a new dwelling. If the property abuts the water supply you may be required to hook up.
- Sewer approval is needed signoff is needed for a new dwelling or an increase in living space.
- Get the fire department signoff last of the 4. The fire department must review the plans when new bedrooms are added or created or when modifying sprinklers or alarms or a project that requires a near total interior demolition. If approved the fire chief will stamp the drawings. The applicant shall deliver at least two sets of plans to the fire department. The applicant can deliver the application and one set of drawings to the building department at this time in order to have simultaneous reviews to occur. When the plans are approved by the Fire Department the applicant will pick up the plans and deliver them to the building department.

Once you have visited the departments outside town hall and the signatures are obtained the applicant has a choice. He or she can meet with each department to get the signatures or bring the application to the Building Department and we will send it around for you.

When the application is approved the Building department will call you. Bring a check with you and pick up your permit.