

## **BUILDING PERMIT APPLICATION REQUIREMENTS – COMMERCIAL**

### **BEFORE ISSUANCE: TECH REVIEW \* DESIGN REVIEW \* BOARD OF APPEALS OR PLANNING BOARD**

1. Application filled out completely with municipal department signatures.
2. Copy of License – CSL.
3. Site plan to scale – show all details.
4. Independent structural review, if applicable, per 780 CMR 110.11.
5. Construction Control Form to be filled out per 780 CMR 116.0.
6. Board of Appeals or Planning Board (Recordings – Special Permits or Variances).
7. Construction documents – 3 full sets.
8. Narrative Report attached with plans per 780 CMR 110.8.
9. Insurance Affidavit Form filled out with attached insurance binders.
10. Energy Analysis Report per 780 CMR Chapter 13.
11. Structural Test and Inspections per 780 CMR 1705.
12. Subject to existing buildings and construction control over 35,000 CFT of enclosed space per 780 CMR 34.
13. Complete Fire Protection Construction Documents. Narrative Report on Fire Protection and Operation per 780 CMR 903.1.1. **FIRE DEPARTMENT SIGNATURE REQUIRED ON APPLICATION BEFORE SUBMISSION TO THE BUILDING DEPARTMENT.**