



**TOWN OF ACTON**  
472 Main Street  
Acton, Massachusetts, 01720  
Telephone (978) 264-9632  
Fax (978) 264-9630

## Building Department

### BUILDING PERMITS FOR RESIDENTIAL ADDITIONS

A Building Permit is required to build an addition. The addition must comply with zoning, wetland, and septic system regulations and setbacks. It will also be reviewed for flood plain and building code compliance. The following are requirements for a typical addition project, there could be other regulations, which are not addressed or are specific to your project that might apply. The more information that is on the plans the easier it will be to help you comply with applicable regulations under our jurisdiction. Applications can be obtained at the Building Department. Please read and complete all applicable sections. Information required for review must include:



- \*Completed application form, if contractor, they must sign as applicant with homeowner's signature and copy of licenses.
- \*Homeowners applying for a permit must complete an application and an affidavit exempting them from the home improvement contractor law. Owners pulling their own permit or dealing with unregistered contractors for applicable home improvement work do not have access to the arbitration program or guaranty fund under MGL c. 142A.
- \*Plot plan of property indicating proposed location of addition. The plot plan must be stamped by a registered land surveyor. A mortgage survey plan may be acceptable depending on proposed setback and is reviewed on a case by case basis.
- \*The building department may have a plot plan of your property on file. You can look in the street file (open to the public) if there is one, you can obtain a copy for 25 cents.
- \*Two sets of plans including but not limited to floor plans, elevations, foundation, framing, and cross sections. Plans should indicate materials used in the construction, size of framing members and spans and window and door sizes. A compliance report in accordance with Appendix-J for energy conservation.
- \*Projects that are increasing living space or adding bedrooms in existing space would require fire department approval of the plans prior to submitting to building department (Located on Central Street in West Acton)

If all the information submitted is sufficient, the reviewing process usually takes 7 to 14 days this time frame varies depending on season. (Spring and fall are our busy seasons and may take longer) Upon approval you will receive an approved set of plans and a building permit card that should be made visible from street.

Required Minimum Inspections;

**\*Excavation Inspection;** Prior to stone and concrete min 48 inches below grade and to virgin non-organic material.

**\*Foundation Inspection;** Prior to requesting inspection, the foundation shall be braced (1st floor deck or braced (if over 3 foot of unbalanced fill ) Drainage installed, waterproofing applied, and approved plans on site.

**\*Frame Inspection;** Prior to requesting inspection the electrical and plumbing rough inspections shall be signed off, the exterior shall be weather tight and approved plans on site.

**\*Insulation Inspection;** Prior to requesting inspection approved plans including Appendix J shall be on site and if Building does not comply with the compliance report submitted with the application you will not pass the inspection and you will be required to submit a report that supports compliance.

**\*Final Inspection;** Prior to requesting inspection the electrical, plumbing, board of health, and fire departments (as applicable) shall be signed off on the Building Permit Card and approved plans.

Inspection request are required a minimum of 24 hrs prior to inspection. Most inspections can be done the day after the request. Information required for request must include street address, permit number and type of inspection. The approved plans are required on site for all inspections. If you have any questions or have a specific situation that is not typical you can contact the Building Department at 264-9632.