

NEW CONSTRUCTION / ADU CHECKLIST

The following may be obtained prior to opening a building permit

Zoning & Site Review

- ☐ Verify zoning district: frontage, acreage, setbacks...Easements (Restrictions that may affect excavation, grading, or driveway construction) Required setbacks in all districts: 75 feet from centerline of road right-of-way less than 50 feet wide; 100 feet from centerline of road right-of-way 50 feet or greater; 25 feet from side and rear property lines
- ☐ Provide a Certified plot plan and review any available subdivision or recorded survey plans; show the location and dimensions of the proposed dwelling. Verify compliance with: Zoning bylaw setbacks; Building height limitations
- ☐ If the project does not comply: Obtain a variance from the Zoning Board of Appeals

Board of Health

- ☐ Obtain an approved septic system design
- ☐ Obtain an approved well test

Conservation Commission

- ☐ Obtain a determination that no work will occur in wetlands, riverfront areas, or buffer zones
- ☐ If work is proposed in these areas, obtain Conservation Commission approval (wetlands Permit)

Highway Department

- ☐ Obtain a Driveway Permit – see Driveway Permit checklist
(This is how you will get your numbered street address after the Driveway permit is signed and driveway is marked with red tape for the fire department inspection)

- ☐ Architectural & Structural Plans including Floor Plans...
- ☐ Foundation Construction Plans Stamped (when required)
- ☐ Include lumber sizes, joists, headers...Any engineered lumber (LVLs) requires an engineer's stamp...
- ☐ Plot Plan to show existing dwellings & dimensions, well and septic locations
- ☐ HERS REPORT (a standardized energy efficiency evaluation of a residential building, prepared by a certified HERS rater, that measures how well a home performs in terms of energy use compared to a reference home.)
- ☐ Complete construction documents...
- ☐ Meet with the Fire Chief: Structural plans (including fire protection systems) must be reviewed and stamped approved
- ☐ Public safety compliance: proposed project—or work already done—meets all laws, codes, and permit conditions that exist to protect people's health, safety, and welfare both during construction and after the building is occupied.
- ☐ PRIOR TO OCCUPANCY PERMIT: Street number must be installed and clearly visible from the roadway.

*Note: This checklist is intended to identify the majority of issues to consider in relation to this kind of project. Special circumstances relating to the nature of proposed construction or location of the project may require additional considerations. All septic system upgrades require review by the Conservation Commission for impact on the wetlands.