

GENERAL SUBMISSION

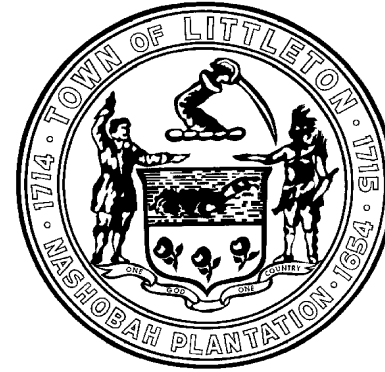
- Plot Plan §5110.7.4** One copy of the plot plan, certified and stamped by a registered professional engineer licensed by the Commonwealth of Massachusetts. The plan shall show existing and proposed locations of all structures with appropriate dimensioning from all boundaries. Plan shall also include but not be limited to ✓lot size, ✓Assessor's Map and Parcel, ✓Street Address, ✓statement that condition is / is not in compliance with the Code of Littleton Bylaws, ✓statement that existing condition does / does not lie within a Flood Hazard Zone as shown on the F.E.M.A map of the Town of Littleton along with the Community Panel Number, ✓septic system location with expansion area, ✓well location, ✓wetland delineation, ✓North Arrow, ✓drawing scale and ✓date of document. Instrument Survey shall be required for lots deemed questionable. (plot plan not required for interior remodel, siding, roof work, or similar work)
- Construction Documents §5110.7** Each application shall be accompanied by three (3) sets of construction documents. All documents shall be **reproducible quality, unfolded, drawn to scale, and void of any markings ie: pencil, pen, markers, etc.** Unclean drawings shall be grounds for application rejection. When applicable, plans shall include a cover page showing ✓address, ✓date, ✓square foot floor area all levels, ✓design live loads all levels, ✓mean building height above grade, ✓Wind Exposure Category each building side, ✓window, door, and skylight schedule showing associated positive and negative design pressure and zone number. Additional drawings shall include but not limited to ✓foundation plan with details and bulkhead location, ✓floor plans all levels showing location of fire detection systems, ✓carbon monoxide systems, ✓heating system locations, ✓exterior building elevations all sides, ✓framing plans all levels including roof with required sections, room/space identification and any other applicable requirement as needed to comply with §5110.7.
- Energy Conservation Affidavit** Pursuant to Chapter 61 http://www.mass.gov/Eeops/docs/dps/app/1/form_bbrs_energy_compliance_7th_ed_one_and_two_family_02_07_08.pdf
- Checklist Aids** To aid in the preparation of the permit application package, a permit checklist is available in the building Department for residential dwelling and swimming pool construction.
- Professional Engineering services:**
 - is required for all steel beams, engineered lumber, floor or roof truss system, vaulted or cathedral ceilings, post & beam framing, buildings without prescriptive braced walls, unusual soil conditions or any other unusual construction.
 - The engineer design professional must be certified in the discipline to perform the engineering analysis or system certification
 - System analysis shall include but not be limited to design live and dead loads, calculations, free body diagrams, sketches, connection details and specifications, support columns design following the load path to foundation. Each certification shall be site specific. Disclaimers of any kind shall not be accepted.
 - All submitted documents shall bear an original seal and signature of the engineer of record. Fax and Photo copied seals and signatures will not be accepted.

The Engineer or Architect of record shall be registered in Massachusetts, with direct supervision over the site specific application, verifying that they generated the loads indicated and that the input and output data provided is site specific to include verification of load path and column adequacy to foundation...disclaimers of any kind shall not be accepted.

THINGS YOU SHOULD KNOW For Littleton

Ground Snow Load	Wind Speed (mph)	Seismic Design	Weathering	Frost Line Depth	Termite	Decay	Winter Design Temp	Ice Shield Underlayment Required	Flood Hazard	Air Freezing Index	Mean Annual Temp
Table 5301.2 (5)	Table 5301.2 (4)	N/A	Figure 5301.2(3)	4 ft. minimum unless engineered data shows otherwise	Figure 5301.2 (6)	Figure 5301.2 (7)	Appendix 780 CMR 120.J Table 120.J.3.2.1	As required by the exterior roof covering manufacturer; roof pitch and local climate must also be considered	Refer to applicable Flood Insurance Rate Map (FIRM)	Only utilized in the design and construction of frost protected shallow foundations	Only utilized in the design and construction of frost protected shallow foundations
50 psf	90 mph Exposure B	NA	Severe	§5403.1.4	Moderate to Heavy	Slight to Moderate	NA	§5905.0	FIRM MAPS	See note J Table 5301.2(1)	See note K Table 5301.2(1)

- ✓ 7th Edition Code Applies for One and Two Family Dwellings
- ✓ Minimum Uniformly Distributed Live Loads Table 5301.5
- ✓ Design Pressure for Windows, Doors and Cladding Table 5301.2(2)
- ✓ Exposure Category §5301.2.1.4
- ✓ Windows, Doors and Cladding Pressure Zones Table 5301.2(8)



TOWN OF LITTLETON
 BUILDING PERMIT APPLICATION 7TH EDITION CODE
 ZONING REVIEW
 DETACHED 1 & 2 FAMILY DWELLINGS AND ACCESSORY STRUCTURES

DATE RECEIVED

SIGNATURE PAGE APPROVED

Prior to submitting the application package for review, please secure the following signatures from the appropriate departments verifying that the scope of work has been reviewed by the authority having jurisdiction. All applicable special permits, variances, plans and comments are to be attached as part of the permit application record for submittal to the Building Department. Any omissions of information may result in delays or rejection of the permit application. In those instances where the scope of work does not require a review and signature from the departments listed below, submit the application with the department unsigned. The Tax Collector Office signature is required for all permit applications verifying paid taxes.

The required time period for which to review this application does not begin until this signature page has been satisfied.

<ul style="list-style-type: none"> • Tax Collector Office (978-952-2349) MGL Chapter 40, §57 by Town Meeting 2003 	<ul style="list-style-type: none"> • Board of Health (978-952-2313)
Tax Collector _____ Date _____ Attachments / Comments <input type="checkbox"/> <input type="checkbox"/>	Health Agent _____ Date _____ Attachments / Comments <input type="checkbox"/> <input type="checkbox"/>
<ul style="list-style-type: none"> • Highway Department (978-486-3778) 	<ul style="list-style-type: none"> • Conservation Commission (978-486-9537)
Highway Superintendent _____ Date _____ Attachments / Comments <input type="checkbox"/> <input type="checkbox"/>	Agent _____ Date _____ Attachments / Comments <input type="checkbox"/> <input type="checkbox"/>
<ul style="list-style-type: none"> • Fire Department (978-952-2302) 	<ul style="list-style-type: none"> • Planning Board (978-486-9733)
Fire Prevention Officer _____ Date _____ Attachments / Comments <input type="checkbox"/> <input type="checkbox"/>	Town Planner _____ Date _____ Attachments / Comments <input type="checkbox"/> <input type="checkbox"/>
<ul style="list-style-type: none"> • Assessor Office (978-952-2309) 	<ul style="list-style-type: none"> • Board of Appeals (978-952-2313)
Assessor _____ Date _____ Attachments / Comments <input type="checkbox"/> <input type="checkbox"/>	Administrative Assistant _____ Date _____ Attachments / Comments <input type="checkbox"/> <input type="checkbox"/>
<ul style="list-style-type: none"> • Water Department (978-486-3104) 	<ul style="list-style-type: none"> • Call - DIG SAFE - 1-888-344-7233
Agent _____ Date _____ Attachments / Comments <input type="checkbox"/> <input type="checkbox"/>	DIG SAFE # _____ A separate TRENCH permit is required

ADDRESS (No.) MAP PARCEL DISTRICT OFFICE USE PERMIT #

