



TOWN OF LITTLETON

COMMERCIAL CONSTRUCTION CHECKLIST

This checklist is designed to aid in the preparation of the permit application package to be submitted to the Littleton Building Department and is not a substitute for the requirements of the Ninth Edition of the Massachusetts State Building Code. (780 CMR, local rules and regulations)

Permit Application § 105.3

The permit application form provided by the Littleton Building Department will be filled out online. Section omissions may result in delays when processing the permit. *Note, if the application is completed via another other than the owner, a written authorization by the owner shall accompany the application. Buildings subject to *Construction Control* *§107.0 shall, in addition to the other requirements, be accompanied by the following documents:

- Owner Authorization (§105.3)
- Building Evaluation (Chapter 34)
- Soil Evaluation/Seismic Analysis (Chapter 16, Chapter 18)
- Fire Protection Narrative Analysis
- Structural Test & Inspection Summary (Chapter 17)
- Structural Peer Review (§105.9)
- HVAC/Energy Code Analysis (2015 IECC w/Amendments – Stretch Code)
- Action on Application (§105.3.1)
- Filed Plans (105.3.(2) complete set required, one electronic)
- Initial Control Documents
- Designer Affidavits (107.0; for each discipline if entire project is not covered by a single licensed architect or engineer)
- Building Data Summary
- Accessibility Analysis
- Treasurer Verification of paid taxes (MGL 40, §57)
- Worker Compensation Insurance Affidavit
 - Certificate of Insurance – Listing the Town of Littleton as the holder
- Construction Supervisor License
- Elevator Directory [AIA G807]

Construction Control §107.0

All buildings and structures are required to meet the provisions of §116.0 unless they are exempt as follows:

1. Any building containing less than 3500 cubic feet of enclosed space, measured to exterior surfaces of walls and roofs and to the top of a ground supported floor, or in the case of a crawl space, to the bottom surface of the crawl space. In the case of basement floors or levels, the calculation of enclosed space shall include such spaces.
2. Any single- or two-family dwelling or any accessory building there to;
3. Any building used exclusively for farm purposes (this exemption does not apply if the building is to be used for large assemblies of people or uses other than farm purposes; and
4. Retaining walls less than 10ft in height at all points along the wall as measured from the base of the footing to the top of wall.