



TOWN OF LITTLETON

RESIDENTIAL CONSTRUCTION CHECKLIST

Application

- ☐ Completed Application
- ☐ CSL - Copy of Construction Supervisor License
- ☐ HIC - Copy of Home Improvement License
- ☐ Certificate of Insurance – with the Town of Littleton Listed as the certificate holder
- ☐ Homeowner Exempt
- ☐ Construction Documents (R107)
- ☐ Agent Authorization
- ☐ Workers Comp (MGL 152, §25C (6))
- ☐ Sheetmetal/HVAC Permit
- ☐ Professional Stamp Required – for all manufactured lumber, steel, truss, vaulted ceilings, post & beam, or any other unusual construction (R107)

Energy Code

- ☐ Stretch Code Community Checklist
 - Copy of Preliminary HERS rating
 - Copy of HERS rater design review checklist
 - HERS Index =42

Planning Board – 978-540-2425

- ☐ Endorsed ANR plan
- ☐ Endorsed Subdivision Plan
 - ☐ G2 lot release
- ☐ Open Space Development Plan - Art. XIX
- ☐ Shared Residential Driveway Plan
- ☐ Paper Road Approval Plan
- ☐ Over 55 Development – Art. XXIII
- ☐ Legal Lot Area (LSB §173-2 Definitions) - include all documents pertaining to the approval i.e. deed easements, special permits, decision, etc., certified by the Town Clerk as a true copy and that no appeal has been taken along with a copy of the filing with the Registry of Deeds

Board of Health – 978-540-2430

- ☐ Design Plan
- ☐ Copy of Septic Permit
- ☐ Well Water Test Report (R105.3.1.2)
- ☐ Letter of Approval – include all documents pertaining to the approval i.e. deed easements, special permits, decision, etc., certified by the Town Clerk as a true copy and that no appeal has been taken along with a copy of the filing with the Registry of Deeds

State Highway Curb Cut

- ☐ District office, Worcester – 508-754-7204

Conservation – 978-540-2428

- ☐ Order of Conditions
 - Copy of Determination (WPA Form 5)
- ☐ Approval Drawings - include all documents pertaining to the approval i.e. deed easements, special permits, decision, etc., certified by the Town Clerk as a true copy and that no appeal has been taken along with a copy of the filing with the Registry of Deeds

Miscellaneous

- ☐ Request for Small Lot Determination (MGL c.40A §6)
- ☐ Driveway and Water Runoff Control Plan (401.3)
- ☐ Railroad Right of Ways (MGL Ch.40 §54A)
- ☐ Certified Site Plan (R106.2)
- ☐ EPA Permit - for projects disturb more than 1 acre of land
- ☐ Historic Building Demolition (code of Littleton Ch.65)
- ☐ ZBA 40B
- ☐ Town Water Permit
- ☐ Post Office Notification (MGL Ch.143, §3X)
- ☐ Abutter Lot Sales Program Restrictions
- ☐ Accessory Apartment Checklist
- ☐ Manufactured Building (CMR 110.R3)
- ☐ Curb Cut Highway Department
- ☐ Hazard to Air Navigation (MGL c90, §35B)
- ☐ Dig Safe
- ☐ Appendix U: Solar-Ready Provision