



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