

TOWN OF IPSWICH: CHECK LIST FOR BUILDING PERMIT APPLICATIONS

Online Permitting

All permit applications must be submitted using our **Online Permitting** system.

The Building Department staff is ready to assist but first start with the Online Permitting Instructions.

Site plan, building plans, specifications and supporting documents must all be uploaded to online permitting.

Interdepartmental approvers will not be assigned until all documents are uploaded.

- Property Owners must be current on all municipal bills.
- Site plan and building plans must be uploaded for Cons Com, Fire and Health to review and approve.

Building permit applicants will submit one hard copy plan set to the Building Department.

This must match the uploaded online version. It will be stamped and returned as the "Approved" job set copy

Zoning: All projects should start with zoning: Any questions concerning zoning regulations, such as land use, change of use, structure locations and set backs should be directed to the Building Inspector. Projects requiring a Special Permit or Variance will be directed to the Zoning Board of Appeals or the Planning Board.

Board and Commission Decisions: *Upload documents to online permitting*

Include any Zoning Board of Appeals Decision, Planning Board Decision, APDC or Historic Commission Determinations

Include full copies of all decisions with bar code stamp indicating recording at the Registry of Deeds.

Owner Authorization: *Upload documents to online permitting*

Copy of signed Contract in compliance with the Home Improvement Contractor program for all residential work.

Check appropriate box for Owners email authorization in the permit application.

Condominiums: Exterior work requires a letter of authorization from the Condo Association or other Owners.

Commercial: Owner authorization or copy of lease allowing tenant fit-out.

Registered Design Professionals: Architects and Engineers associated with the project.

Construction Control: Projects in excess of 35k cubic feet (see 780 CMR 107.6 Construction Control)

[Initial Construction Control Document\(s\)](#) completed by Registered Design Professionals. *Upload to online permitting*

NOTE: All Building Officials progress inspections are required in addition to Construction Control.

Construction Supervisor License (CSL) & Home Improvement Contractor (HIC)

CSL and HIC licenses are current and updated in your user profile in Online Permitting.

Home Owner Permits: Owner occupied one and two family dwellings only.

Please read Home Owner Warning for Home Owners acting as their own General Contractor.

Workers' Compensation Affidavit: Must be completed by all permit applicants - State Required (M.G.L. 152)

Complete the attached affidavit in the permit application. Employers must provide evidence of coverage.

Upload to Online Permitting a Certificate of Insurance with Town of Ipswich as the certificate holder.

Debris Disposal: Must be completed by all permit applicants - State Required (M.G.L. c. 40 §54)+(M.G.L. c. 111 § 150A)

Complete the line items in the permit application

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Brief Description of Work

- **Repairs: THE WORK – REMOVE / REPLACE + SIZE / QUANTITY + MATERIALS + LOCATION.**
Example: Repair: Strip and re-roof with (18sqsq) architectural asphalt shingles, main house.
Example: Repair: Install (8) double-hung vinyl replacement windows on front of main house.
- **Alteration / Renovations: THE WORK + THE WORK AREA**
Example: Alteration / Renovations of kitchen and 1st floor half bathroom
- **Additions: SIZE, STORIES, ROOMS OR SPACE ADDED BY FLOOR**
Example: 24' x 24', 1-story addition with 2-car garage under, 1st floor family room and unfinished attic storage.
- **New Construction: USE, SIZE, STORIES, ROOMS, BEDS, BATHS, GARAGE**
Example: Single family, 2800sf, 2 ½ story, 7 room, 4 bedroom, 2 ½ bath, unfinished basement with attached 2-car garage.

Repairs: Replacement Door & Windows, Roofing, Siding, Weatherization or other

Included in description of work: Remove / replace / quantity / materials / location

Siding permits require an Electrical Permit for working on service, meter, lights and outlets.

Site plan: Required for all new buildings, additions, decks, accessory buildings, sheds, pools and demolition.

Site plans shall include: existing and proposed buildings with distances to lot lines, septic system components and wetlands. Showing utilities, drainage, driveways, parking and adjacent buildings as applicable.

Flood Zone: Ocean and river front properties require the site plan to include (BFE) base flood elevation with benchmark and FEMA zone or FEMA Elevation Certificate. Prepared by a Registered Engineer or Land Surveyor.

Building Plans

Building plans drawn to scale (1/4"= 1' min) In sufficient detail to show work area and code compliance.

Floor plans of existing and proposed work Foundation Elevations Section details

Framing and structural details (**All steel and engineered lumber require a RDP stamped drawing**).

Door and window schedule Interior and exterior finish details

Fire Prevention

Residential smoke, heat & CO detectors, include existing and proposed on plans and permit application.

Fire Alarm and or Sprinklers System : Include narrative and Tier I drawings uploaded to online permitting.

Base Energy Code *Prescriptive Path*

Additions, alterations, renovations and repairs follow the prescriptive code, include insulation and ventilation details on plans and specifications. A [RESCheck](#) energy compliance report can be utilized for "U" trade offs.

Whole house renovations will require blower door and mechanical air performance tests.

Windows and doors include energy efficiency U-value from manufacture (U= 0.30 min or less).

Commercial projects use [COMcheck](#) energy compliance report.

Stretch Energy Code *Performance Path*

The Residential [Stretch Energy Code](#) applies to all new R-use buildings, of four stories or less above grade.

New residential construction must use a *HERS Rater* and submit a **Projected Rating** from plans with a projected *HERS* Rating Index of 55 or less uploaded to online permitting with the building permit application.

HERS The Home Energy Rating System governed by [RESNET](#) (Residential energy services network).

Commercial [Stretch Energy Code](#): All new commercial building over 100,000 sq. ft, new supermarkets, laboratories and conditioned warehouses over 40,000 sq. ft. (See AA103.2 Appendix AA - 780 CMR)

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Radon: New residential construction requirements

780 CMR 51: [Appendix F : Passive Radon Gas Controls](#), ICC 2015 IRC: [Appendix F Radon Gas Control Methods](#)

Solar Ready: New residential construction requirements

Solar-Ready Zone 780 CMR 51: [Appendix AU103](#), Solar-Ready Provisions ICC 2015 IRC [Appendix U Sec101](#)

Liability Insurance: *Upload to Online Permitting*

Required by all Plumbing/ Gas, Electrical and Sheet Metal permit applicants. (M.G.L. 142 + M.G.L. 112)

Certificate of Insurance with Town of Ipswich as the Certificate Holder or

A signed waiver of liability insurance by the Owner.

Sheet Metal & Mechanical : *Upload documents to online permitting*

Include quantity, size & efficiency of units: Btu's/heating and tons/cooling.

ACCA Manuals J, S and D report summaries required for Residential.

AHRI Certificates for coil and condenser match

All new systems require performance testing. *Unless all equipment and ducts are within conditioned space.*

ASHRAE/ACCA Standard 183 for Commercial

Shed Permit: Utility Buildings 200 sq.ft. or less (Buildings in excess of 200 sq. ft. use the Residential Permit Application)

To insure proper setbacks from lot lines, septic components and wetlands (Zoning, Health, Cons Com)

Site plan / plot plan: showing proposed location and distances to lot lines, septic components and wetlands.

Sheds 150 sq. ft. or less may be as close as five feet (5') from side & rear property lines.

All sheds must be at least five feet (5') from the principal building.

Sheds do not require frost protected footings.

Sheds (200 sq. ft. or less) do not require framing or construction information.

Tents : *Upload documents to online permitting*

Include fire retardant certificate from manufacturer and simple plot plan showing proposed location of tent.

Wood / Pellet Stoves : *Upload documents to online permitting*

Include manufactures Installation manual

Floor plan showing proposed location of stove.

Sidewalk and Street Blocking Permits are issued by the Select Board.

Presented at Select Board Meetings the 1st and 3rd Monday of every month (Tuesday following a Monday holiday).

SPECIAL NOTES

1. **BUILDING PERMITS ARE NOT VALID UNTIL PAID, APPROVED, PICKED UP AND POSTED ON THE JOB SITE.**
2. It is the responsibility of the permit holder to schedule all required inspections.
3. Work covered without an inspection maybe required to be dismantled.
4. **It is required of all permit holders to schedule a final inspection to close out the permit at jobs end.**
An open permit is leaving behind unfinished business and future problems for property owners.