



Town of Sturbridge

Department of Inspectional Services

Building Code Enforcement

Nelson B. Burlingame - Building Commissioner

nburlingame@town.sturbridge.ma.us

Property Address:

CHECKLIST FOR APPLICATION: New Construction & Alterations

- ☐ **Conservation Department:** Approval Letter (if any wetlands)
- ☐ **Plans for Building &/or Structure:** 2 Sets of plans: 1 hard copy, 1 electronic (pdf file)
- ☐ **Plot Plan:** Show location of building &/or structure to lot lines
- ☐ **Sewer Department:** Approval or Disposal Construction Permit
- ☐ **Board of Health:** Water Well Report or Water District Approval Letter
- ☐ **Driveway:** Permit from the DPW Department
- ☐ **Planning Board:** Copies of Variances or Special Permits Granted by the Planning Board or Zoning Board of Appeals (ZBA)
- ☐ **Planning Board:** Lot Release (if in any Subdivision)
- ☐ Contractors' Worker's Compensation Affidavit required by the State of Massachusetts
- ☐ Contractors' Certificate of Liability Insurance
- ☐ License: Copy of Construction Supervisor License
- ☐ License: Copy of Home Improvement Registration
- ☐ **Modular or Mobile Homes:** All above are required and see special requirements below:
 - Written certification from the manufacturer for the person responsible for setting the units.
 - Construction supervisor to obtain permit-homeowner cannot obtain the building permit.
 - Manufacturer's plans with cover sheet bearing Massachusetts stamp of approval.
 - Third party testing company's stamp.
 - Assembly manual.
 - Plans for any site built sections of the home.Note: The plans must be for the house being built, not a generic set of plans.
- ☐ Street number is required for an application for a building permit

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Center Office Building 308 Main Street
Sturbridge, MA 01566

Telephone (508)347.2505
Fax (508)347.8243

"Public Safety ~ A Joint Responsibility"



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(Continued)

- ☐ **Energy Compliance Report:** (MSBC 6th Edition, Appendix J) All Heated Spaces Insulate New Home- Energy Code 2015

Res Check Software Version (4.6.2.0) or Certified Prescriptive List
Ceiling Flat (R 49.0)
Sealed Attic
Vaulted Ceiling
Above Grade Walls (R21.0)
Foundation Walls (R 13: continuous or R17: with 2x6's)
Exposed Floor (R30.00)
Slab (R10 – 2' in and 2' deep)

Blower Door Test – Allows 3 Air Changes per hour (ACH) at pressure of 50 pascals and all joints must be sealed and insulated with R6 (inside the envelope) and/or R8 (outside the envelope)

DUCT Pressurization Test 2012 IEC Sec 403.2.2

Rough In without Handler < 3 CFM per 100 SQFT

Rough In with Handler < 4 CFM per 100 SQFT

Post Construction Test: Total Leakage < 4 CFM per 100 SQFT

- ☐ **As Built Plans:** Must be submitted and approved for foundation location before any wood construction can begin. Must show location by dimension to all lot lines (not a Mortgage Plan).

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