



## Building Department

**TOWN OF ACTON**  
472 Main Street  
Acton, Massachusetts, 01720  
Telephone (978) 929-6633  
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### **BUILDING PERMITS FOR RESIDENTIAL ADDITIONS**

A Building Permit is required to build an addition. The addition must comply with zoning, wetland, and septic system regulations and setbacks. It will also be reviewed for flood plain compliance and the Seventh Edition of the Massachusetts State Building Code 780 CMR for One and Two Family Dwellings. The Building code can be viewed online at the Department of Public Safety website under the Board of Building Regulations and Standards (BRS). The following are requirements for a typical addition project, there could be other regulations, which are not addressed or are specific to your project that might apply. The more information that is on the plans the easier it will be to help you comply with applicable regulations under our jurisdiction.

- Complete application online / OpenGov if contractor.
- Homeowners applying for a permit must complete an online / OpenGov application and an affidavit exempting them from the home improvement contractor law. Owners pulling their own permit or dealing with unregistered contractors for applicable home improvement work do not have access to the arbitration program or guaranty fund under MGL c. 142A.
- Plot plan uploaded of property indicating proposed location of addition. The plot plan must be stamped by a registered land surveyor. A mortgage survey plan may be acceptable depending on proposed setback and is reviewed on a case by case basis.
- The building department may have a plot plan of your property on file. You can look in the street file (open to the public) if there is one.
- Plans uploaded including but not limited to floor plans, elevations, foundation, framing, and cross sections. Plans should indicate materials used in the construction, size of framing members and spans and window and door sizes and a compliance report in accordance with 780 CMR 61.
- Projects that are increasing living space or adding bedrooms in existing space would require fire department approval.
- Electrical and Plumbing Permits are separate from the Building permit and can only be issued to Licensed Electricians and Plumbers.

REVIEWING PROCESS:

- ✓ **Excavation Inspection**; Prior to stone and concrete, excavation must be a minimum of 48 inches below grade and to virgin non-organic material.
- ✓ **Footing Inspection**
- ✓ **Foundation Inspection**; Prior to requesting inspection, the foundation shall be braced (1st floor deck or braced if over 3 foot of unbalanced fill) drainage installed, waterproofing applied, and approved plans on site.
- ✓ **Frame Inspection**; Prior to requesting an inspection the electrical and plumbing rough inspections shall be signed off, the exterior shall be weather tight and approved plans on site.
- ✓ **Insulation Inspection**
- ✓ **Final Inspection**; Prior to requesting an inspection the electrical, plumbing, Board of Health, and Fire department (as applicable) shall be signed off on the Building Permit Card and approved plans.

Inspection requests are required a minimum of 24 hours prior to inspection. Most inspections can be done the next business day after the request. Information required for request must include street address, permit number and type of inspection. The approved plans are required on site for all inspections. If you have any questions or have a specific situation that is not typical you can contact the Building Department at 978-929-6633.