



Town of Concord Building Division and Zoning Enforcement
141 Keyes Road
Concord, Ma 01742
Phone: 978-318-3280 Fax: 978-318-3281
www.concordma.gov

IMPORTANT INFORMATION BEFORE YOU APPLY FOR A BUILDING PERMIT

The office staff will be glad to answer any questions you may have with this process

Prior to applying for a Building Permit, you should first obtain approval from one or more of the Following divisions, if applicable:

1. Natural Resources & Conservation: 978-318-3285
2. Board Of Health: 978-318-3275
3. Planning: 978-318-3290
4. Historic District: 978-318-3299

Building Permit Checklist

1. Building permit application- Completed and signed by Homeowner
2. Insurance form –completed and signed
3. Certificate of Insurance Liability
4. Copy of Contract
5. Copy of Contractor’s License (HIC and CSL, if applicable)
6. Copy of Planning or Board of Appeals Decision, if applicable
7. Board of Health Approval
8. Fire Department stamped plans (commercial), if applicable

9. Preliminary affidavits form Architect/Engineer (construction Over 35,000CF), if applicable, for controlled construction
10. Two sets of Plans, stamped and signed, if applicable
By Architect/Engineer
11. REScheck Energy report or Prescriptive compliance report
REScheck can be found at www.mass.gov-Buildings/BBRS
12. Location of Life Safety and Fire Protection systems and heating
and storage areas
13. Schedules, legends, and/or detailed doors, windows, and related material
14. Historic District approval attached, if applicable
15. White Pond Advisory Approval for all exterior work



INSTRUCTIONS FOR FILING AN APPLICATION FOR BUILDING PERMIT

Building Permits will be issued to the property owner.

The following information **MUST** be shown on the documents (drawings) submitted with the Building Permit application.

1. Determine if a certified plot plan is required for **ZONING** purposes and submit with application: *The zoning bylaw can be viewed at www.concordma.gov*
2. **Foundations:**
 - a. Size, spacing and depth of footing and foundation walls
 - b. Size and spacing of all sonotubes
 - c. Size and spacing if reinforcing if required or provided
 - d. Thickness of all floor slabs on grade
3. **Frame:**
 - a. Size, Spacing and spans for all major beams NOTE: All Structural steel framing and/or LVL's must be Engineered by an Architect or Professional Engineer Licensed by the Commonwealth of Massachusetts
 - b. Size, Spacing and Spans for all floor and ceiling joists
 - c. Size and Spacing for all wall studs, including bracing
 - d. Size, Spacing and Spans for all roof rafters and ties
 - e. Size of all structural plywood or boards
4. **Exterior Building Elevations**

OTHER PERMITS/INFORMATION REQUIRED

1. Location of Life Safety and Fire Protection systems and heating and storage areas (smoke detectors, carbon monoxide and heat detectors)
2. Schedules, legends, and/or detailed doors, windows, and related material
3. Details for all woodstoves, fireplace, gas stoves, etc.
4. An Electrical Permit must be filed by the electrical contractor



Town of Concord, MA

Permitting Procedures

Please review the application checklist (link) to make sure you have submitted all of the necessary documents with your application. Having a Complete and accurate application will help move your permit through more quickly and avoid any delays.

The purpose of the procedures is to provide guidance on the permitting process, if you have a specific question, that is not addressed here you should call the appropriate department listed below:

All Departments can be viewed on the Town's web site www.concordma.gov

Board of Health;	(978)318-3275
Concord Light Plant:	(978)318-3101
Engineering:	(978)318-3210
Fire Department:	(978)318-3488
KeySpan:	(800)292-2032
Natural Resources;	(978)318-3285
Planning/ Historic:	(978)318-3290
Water/Sewer:	(978)318-3250
White Pond	(978)369-9344

BUILDING PLAN REQUIREMENTS

Two sets of plans are required, drawn to scale (not reduced) and clearly dimensioned. The plans shall include, but not limited to the following information:

- Site Plan (The Building Dept. may have a copy of your property in our files)
- Foundation Plan and details
- Floor Plans, including basement and attic if applicable. Floor plans shall include location of all required fire protection systems (smoke detectors, carbon monoxide detectors and heat detectors), and heating system storage areas
- Exterior Building Elevations
- Framing Plans and/or Building sections showing all structural systems, including sizing spacing fastening and species and grade of material
- Schedules, legends and/or detailed showing doors, windows, and related material
- Energy conservation information- REScheck, Prescriptive for 1 & 2 Family or Prescriptive for additions to be included. If spray foam insulation has been installed, a certificate from the installer on their letterhead stating the R-Value of the insulation must also be on site. The REScheck and the certificate must match for and insulation sign off to occur.
- If a special permit or site plan approval was required, provide written evidence of compliance with the conditions of that approval & include a copy of the Middlesex South District registry of Deeds recorded document.



This graph represents all areas in which you may need additional permitting and approvals

	Plot Plan	Board of Health	Natural Resources	Historic Districts	White Pond Advisory	Zoning **	Engineering
Single Family Home	x	x	x	x	x	x	x
Additions	x	x	x	x	x	x	
New Finished Basement		x					
New Finished Attic		x					
Remodel Interior		x					
Garages	x	x	x	x	x	x	
Sheds	x	x	x	x	x	x	
Decks	x	x	x	x	x	x	
Roofing				x			
Siding				x			
Swimming Pool	x	x	x	x	x	x	
Demolition/ Tear down *	x	x	x	x	x	x	
Signs	x		x	x			

* Commercial Uses require a Site Plan Approval; please see the Concord Zoning Bylaw Section 7.7.3 (Link)

* Please check the Demolition Delay Bylaw, Section 53 to see if your home is included among this listing, this is enforced by the Historical Commission –www.concordma.gov

** A Special Permit may be required to change, extend or alter a non-conforming structure or use, provided that in each case the Board shall rule that such change, extension or alteration is not substantially more detrimental or injurious to the neighborhood than the existing non-conforming structure or use(Concord Zoning Bylaw Section 7.1.2) www.concordma.gov



Application Form

Completed in its entirety with homeowners signature, or the alternative attach signed contract. Homeowners applying for a permit must complete an 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 MGL c 142A

BUILDERS:

Copies of your Construction Supervisors License, Home Improvement Registration must accompany every application

A Certificate of Insurance & Workers Comp. Affidavit must be submitted with the application

Please Note: Plans, computation and specifications involving new construction, alteration, repairs and expansions or additions or change in use or occupancy of any detached one or two family dwelling which are required to be prepared by or under the supervision of a Massachusetts Registered Architect or Professional Engineer, as applicable, shall bear his or her original signature and seal. Said signature and seal shall signify that the plans, computations, and specifications shall meet the applicable provisions of 780 CMR 5100 through 99.00 and all accepted engineering practices.

INSPECTION PROCEDURES

Inspections will be made the same day of the request if called in before 9:30 AM (Building) 9:00 AM (plumbing and electrical). Do not cover, conceal or back fill until the proper Building, Electrical, Gas, and/or Plumbing Inspector(s) have signed the Building Permit card in the proper space(s). The second set of approved plans shall be kept on site with the Building Permit card.

REQUIRED INSPECTIONS (in Order)

1. **Excavation:** Prior to placing of concrete for footings, sonotubes, etc...
2. **Reinforced Concrete Work:** (If applicable) when steel is in place, before concrete is poured.
3. **Foundation:** Complete the following, and then call for Foundation Inspection:
 - a. Damp proofing or waterproofing
 - b. Perimeter drains (3/4 inch stone, covered with approved filter membrane material).
 - c. Insulation (if applicable).
 - d. Certified As-built prior to frame, if applicable



4. **Rough Frame Inspection:** Complete the following (if required), then call for Frame Inspection:
 - a. Rough Electrical Sign-off.
 - b. Rough Gas Sign-off.
 - c. Rough Plumbing Sign-off.
 - d. All rough H.V.A.C. should be installed.
 - e. All fire stopping and draft stopping complete.
5. **Chimney/Fireplace:** Construction to conform to M.S.B.C... Call for Throat Inspection.
6. **Insulation:** Call for Insulation Inspection; after insulating all walls, floors, and ceilings. Prior to installing wallboard Insulation to comply with prescriptive energy requirements 2006 IECC or the latest version of REScheck 2006 IECC or MAScheck 2006 IECC as applicable and on site at time of inspection. www.mass.gov-Buildings/BBRS link to Energy code information
7. **Final Occupancy Inspection:** Complete the following, and then call for a Final Inspection.
 - a. Final Electrical Sign-Off.
 - b. Final Gas Sign-off.
 - c. Final Plumbing Sign-Off.
 - d. Final Fire Department Sign-Off (Requires house number applied to structure and visible from street. On common or long driveways, numbers must be displayed at the street/driveway entrance).
 - e. Board of Health Sign-Off, if applicable.
 - f. Certified plot plan final as-built to closest point of structure

Note: In addition to the above, any Orders of Conditions from the Conservation Commission, Zoning Board, Planning Board, or Board of Selectmen, shall be adhered to before any Certificate of Occupancy is issued.

For the following forms please link on one of the following

Building Permit Application -www.concordma.gov

Zoning Bylaws-www.concordma.gov

Homeowners Affidavit-www.mass.gov-Executive Office of Public Safety

Massachusetts State Building code- www.mass.gov-Executive Office of Public Safety

Massachusetts State Building code- Swimming pools- www.mass.gov-Executive Office of Public Safety

Check a Construction Supervisor License or

Home Improvement Registration-www.mass.gov-DPS License Look Up