



Setti D. Warren
Mayor

City of Newton, Massachusetts

Inspectional Services Department

John D. Lojek, Commissioner
1000 Commonwealth Avenue
Newton Centre, MA 02459-1449
www.ci.newton.ma.us

Main Line/Inspectors
(617) 796-1060
Zoning Board of Appeals
(617) 796-1065
Fax: (617) 796-1086
TDD/TTY
(617) 796-1089

BUILDING PERMIT APPLICATION CHECKLIST

Building Permit Application form completely filled out

- Affidavit/Certificate of Insurance(w/ACORD 25 form from your insurance company)
- All boxes; with signatures where required
- Approved draining from Engineering
- Architectural Plans with Fire Department stamp, if applicable
- Compliance with the "Stretch Energy Code", if applicable
- Condominium Permission form, if applicable
- Conservation approval, if applicable
- Copy of any Special Permit's and/or Variance's, if applicable
- Health Department approval if on private sewage or any food related home business
- Historic approval, if applicable
- Homeowner Exemption Form, if applicable
- Permit fee
- Photocopies of Construction Supervisors License and Home Improvement Contractor Registration
- Supporting information regarding Buildable Lot Status (subdivision and/or grandfathered)
- Tree Permit from the Tree Warden, if applicable
- Any application for construction on a building containing over 35,000 cubic feet must also contain all construction control affidavits

Certified Plot Plan (by registered professional Land Surveyor)

- Basement finished floor elevation
- First floor subfloor and top of foundation elevation
- Elevation back of sidewalk
- Elevation of garage floor
- Existing/proposed contours
- Limits of lot
- Location of water, sewer connections at inverts
- Open space, Lot coverage (existing and proposed)
- Proposed building foot print, showing all setback dimensions
- 3 sets of drainage with calculation (as required) (any grade change) for Engineering review

Architectural/Structural Plans

- Should include – elevations, floor plans and structural plan view
- A minimum of (3) three sets of drawings with all dimensions must first be submitted to the Fire Department for approval before an application is submitted to Inspectional Services – Call Fire Prevention Bureau at (617) 796-2230 before you bring your plans to them for approval
- (1) one paper set of the drawings and (1) one copy on CD in PDF format that is combined and scrollable with the Fire Department's approval stamp on them are then submitted to ISD
- Attic/half story calculations
- Full structural sectional, fully dimensional
- Floor Area Ratio (FAR) calculations for basement, 1st floor, 2nd floor and attic
- Structural stamps as required