



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

All department web sites can be visited at www.concordma.gov

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 the recorded 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
Energy code information 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

May 5, 2009

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 licensed electrical Contractor
5. A plumbing Permit must be filed by the licensed Plumbing Contractor

May 5, 2009