



**BUILDING DEPARTMENT**  
400 SLOCUM ROAD  
DARTMOUTH, MA 02747-0985

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www.town.dartmouth.ma.us

## **New 1-4 Family construction or detached garage**

- Application filled out and signed by the owner of record, csl & hic holder. (Architect if applicable)
- Copy of CSL and HIC. (if any)
- Copy of plan showing proposed conditions to scale with materials being used
- Copy of Engineering for roof/floor trusses and any engineered beams and joists
- Copy of plot plan certified by PLS
- HERS rating sheet
- Copy of Contract
- Proof of insurance

## **Substantial remodeling, Addition, renovation or alteration of 1&2 family**

- Application filled out and signed by the owner of record, construction supervisor and home improvement contractor.
- Copy of CSL and HIC. (if any)
- Set of plans showing existing and proposed conditions to scale.
- Copy of certified plot plans by PLS or Affidavit In Lieu of Certified Site Or Plot Plan for under 500 sqft
- IECC compliance sheet RESCheck
- Copy of Contract
- Historical Approval if over 75 years old
- Proof of insurance

## **Residential roofing, siding, window replacements, ordinary repairs.**

- Application filled out and signed by the owner of record, construction supervisor and home improvement contractor.
- Copy of CSL and HIC. (if any)
- Manufacturers specs for windows and doors including u-values
- Copy of Contract
- Historical Approval if over 75 years old and disturbing more than 25% of the structure (Roofs are exempt)
- Proof of insurance

## **Solar Panel Residential**

- Application filled out and signed by the owner of record, construction supervisor.
- Copy of CSL & HIC
- 1 set of plans
- Letter stamped by an engineer in regards to electrical, wind, load and attachments
- Electrical Diagram
- Manufacturer's specifications for materials
- Copy of Contract
- Proof of insurance

### **Sheds (over 200 square feet, Under 200 sqft no permit required)**

- Application filled out and signed by the owner of record, construction supervisor and home improvement contractor.
- Copy of CSL and HIC. (if any)
- Plan showing dimensions, materials and height
- Copy of certified plot plan by PLS or Affidavit In Lieu of Certified Site Or Plot Plan for under 500 sqft
- Proof of insurance

### **Kitchen, bath, exterior deck replacements and new decks**

- Application filled out and signed by the owner of record, construction supervisor and home improvement contractor.
- Copy of CSL and HIC. (if any)
- Set scaled plans showing layout and size of existing & proposed.
- Copy of Certified plot plan. (decks, if expanded or new) & a final As-Built at final inspection
- Materials being used
- Copy of Contract
- Proof of insurance

### **Pools inground & above ground**

- Application filled out and signed by the owner of record, construction supervisor and architects, engineers and designers of record.
- Copy of CSL & HIC
- Set of stamped plans from an engineer
- Copy of certified plot plans by PLS or Affidavit In Lieu of Certified Site Or Plot Plan for under 500 sqft
- Description of safe guards for pool (fence locking ladder and alarms on door)
- Proof of insurance

### **Basement**

- Application filled out and signed by the owner of record, construction supervisor and architects, engineers and designers of record.
- Copy of CSL & HIC
- Set of plans
- Plans need to show finished ceiling height, rise & treads & headroom of existing stairs.
- Label all rooms/show required means of egress.
- IECC compliance form REScheck
- Proof of insurance

### **Pellet stoves, wood burning stoves,**

- Application filled out and signed by the owner of record, construction supervisor.
- Copy of CSL & HIC
- Copy of manufacturers specs (installation & clearance listed as tested with natural safety standards)
- Proof of insurance

### **Temporary Tents**

- Application filled out and signed by the owner of record, construction supervisor
- Seating with no cooking
- Must be dismantled during high winds, snow and potential frozen rain events
- Flame certificates for each tent
- Plan of land showing where tents are to be placed
- If they have sides, they need emergency light or fire extinguishers
- Proof of insurance

### **Demolition of a structure**

- Application filled out and signed by the owner of record, construction supervisor and hic holder
- Copy of CSL
- Site plan showing existing conditions
- Demolition letters signed off by all required agencies, departments and utilities
- Proof of insurance

## **New Commercial Construction**

- Application filled out and signed by the owner of record, construction supervisor and architects, engineers and designers of record.
- Copy of CSL
- Set of Plans stamped by architects, engineers and others each discipline
- Construction control affidavits from each professional
- Certified plot plan certified by PLS showing average grade, parking requirements, setbacks, landscaping and other required features.
- Recorded copies of special permit plans, site plan review and/or ZBA orders stamped by the registry of deeds
- Com Check/Lighting schedule/ Mechanical
- Proof of insurance
- Third party inspection (107.6.4)
- NFPA 241

## **Commercial renovation**

- Commercial application filled out and signed by the owner of record, construction supervisor and architects and engineers of record
- Copy of CSL license
- Proof of insurance
- Set of plans showing existing and proposed conditions to scale stamped by all design professionals.
- Site Plan Review
- Construction control affidavits for each discipline.
- Fire alarm, sprinkler and impairment plan o NFPA 241 safeguards during construction narrative.
- Com Check/Lighting schedule/ Mechanical

## **Commercial Roofing**

- Application filled out and signed by owner, construction supervisor, architect and/or professional engineer Affidavit from architect and/or professional engineer if over 35,000 cubic feet
- Manufacturer's specifications of materials
- Copy of CSL
- Proof of insurance

## **Solar Panel Commercial**

- Application filled out and signed by the owner of record, construction supervisor, architects, engineers or designers of record.
- Copy of CSL
- Proof of insurance
- Set of plans stamped by engineer and/or all others
- Construction control affidavit from each professional
- Plans showing all regulations from the edges, mechanicals, flashing, walk ways and aisle with
- Recorded copies of special permit (if needed)