



**Town of Becket  
Office of the Building Inspector  
557 Main Street  
Becket, Massachusetts 01223**

**Phone (413) 623-8934 ext. 14 FAX (413) 623-6036**

The following items are considered to be the **MINIMUM** information to be submitted with **all** 1 & 2 Family permit applications.

- A.) Scaled drawings & details shall be submitted with each application proposing construction, reconstruction, addition, or repair. The building official may waive the requirements for filing plans when the work involved is of a minor nature.
- B.) Scaled drawings & details shall indicate & describe all proposed work, including location, size, grade & quality of materials & equipment to be used.
- C.) Any new construction shall require a copy of approved curb cut be submitted with application.
- D.) A copy of the water sample test shall be submitted with any application for new construction.
- E.) A copy of the approved septic design signed by a member of the Board of Health shall be submitted with any application for new construction.
- F.) **PLOT PLAN**
  - Property address: map & lot number, zoning district & overlays (wetland, floodplain etc.).
  - Show well and septic system location.
  - Location of lot lines, dimensions of lot, frontage.
  - Location & dimensions of public easements, public utility easements, railroad right-of-ways, and established zoning setback requirements.
  - Location & dimensions of primary & accessory buildings and/or structures.
- D.) **FLOOR PLANS**
  - Floor plan of each floor and any intermediate levels including basements, crawlspaces, terraces, porches, garages, carports and decks.
  - Dimensions, location & materials of foundations, footings, columns, beams & piers (include any reinforcing).
  - Direction, dimensions, spacing, species & grade of all framing members for floors, roofs and walls.
  - Location of all walls, partitions, windows, stairs, doors, attic and crawl space access.
  - Location & description of all electrical equipment and alarm devices.
  - Location & type of all heating and air conditioning (HVAC) equipment.
  - HVAC schematics (check with building inspector) (forward manufacture's installation instructions to inspector before installing equipment.)
- E.) **EXTERIOR ELEVATIONS**
  - Front, rear & side elevations including foundation depth and finish grades.
  - Location & dimensions of windows & doors (attach window /door schedule).
  - Description of exterior cladding or siding material.
  - Show exterior stair locations & dimensions.
  - Show chimney & vent locations.

**OVER**

## F.) DETAILS & SECTIONS

- Sections through exterior walls showing details of construction from footing to the highest point of building. Maximum height of building to be forty (40) feet, measured from the highest point of any roof or parapet to the highest finished grade level on the building.
  
- Sections through shafts, landings, stairs - include framing details, tread, riser and headroom.
- Sections through fireplaces & chimneys (show dimensions & clearances).
- Describe location & dimensions of handrails & guardrails.
- Location & details of any roof trusses, glue-lam, or engineered lumber ( include connection & bracing details, must have Massachusetts professional engineer or architects stamp on specification sheet).
- Exterior envelope energy requirements i.e. Appendix J of CMR 780.

### Contact times for inspections

**Excavation:** Inspector shall observe soil types, ground water elevation, temporary shoring, site safety.

**Foundation:** Inspector shall observe location, size & shape, width, reinforcing, height of unbalance fill, fireplace jog, ventilation, waterproofing/dampproofing.

**Frame:** Call after all framing is in place and subtrades have finished all cutting, drilling and notching. Inspector shall check species & grade, spans, connections, cutting & notching, and firestopping (after inspection and signoff by subtrade inspectors).

**Insulation:** After insulation is in place inspector shall check for proper installation of insulation, insulation type, vapor barrier and R-values.

**Finish:** Call after subtrade inspectors and assessors have signed for final approvals and building or parts thereof are ready for occupancy and /or use.