



TOWN OF MERRIMAC INSPECTIONAL SERVICES

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What drawings are needed when applying for a Building Permit?

For most new home, addition or renovation projects, you'll need two (2) sets of drawings. You must first submit completed drawings to the Merrimac Fire Department for approval of smoke detector locations. Next, you submit both sets, along with all the corresponding forms* to this office for examination. Construction documents shall be reviewed and the permit application "Approved to Proceed," returned requesting additional information, or denied (with a letter of explanation).

* *Permit application, site plan, energy compliance report, Con-Com signoff, proof of insurance, driveway permit, construction control affidavits, engineering reports, etc., as may be necessary.*

According to Massachusetts State Building Code, 780CMR 7th:

"...the construction documents shall contain sufficient plans and details to fully describe the work intended, including, but not limited to all details sufficient to describe the structural, fire protection, fire alarm, mechanical, light and ventilation, energy conservation, architectural access and egress systems."

Drawings shall be to scale and fully dimensioned. A drawing set shall include:

Floor Plan for each level, drawn at 1/4" = 1'-0" scale, showing wall layouts, doors and windows, etc.; for additions, clearly indicate proposed layout as it relates to existing building. Note egress window in sleeping rooms.

Foundation Plan showing footings, concrete and masonry walls, fireplace/chimney pads, columns, windows, doors, stairs, bulkhead, (no "dead-end" condition in basement).

Floor Frame Plan for each level, showing span direction, spacing and bearing (provide cut sheets for manufactured joists and girders, sealed by a registered professional engineer).

Rafter/Truss Plan showing layout, spacing, ridge and bearing (provide cut sheets for manufactured trusses, sealed by a registered professional engineer).

Section and Detail drawings shall be created to a scale large enough to clearly indicate the intended assembly, noted to describe components and material grade, and shall be keyed to the appropriate plan sheet. Include atypical framing situations, proposed metal ties, hangers and fastening systems.

Exterior Elevations No less than two views (front/rear and right side/left side); indicate proposed finish grade, decks, precast concrete steps, bulkheads, etc.; for additions, clearly indicate proposed construction as it relates to the existing building.

Based on Merrimac Zoning Bylaw, certain projects will require an as-built **Certified Foundation/Site Plan** verifying compliance to setback distances, site coverage, topography.

On smaller projects—such as a deck, detached garage or storage shed—a dimensioned floor plan and structural cross section with notations, prepared legibly on sheets of graph paper may be sufficient to determine code compliance. The Building Official shall make any such determination.

When a permit is issued, one set of drawings is retained by Inspectional Services for archive; the other copy is released to the applicant-of-record along with the building permit (Job Weather) card. The permit card and approved drawings **shall be kept on the construction site** for reference purposes.

Important Note: House plans purchased from nationally marketed plan vendors shall be localized to comply with 780CMR, 7th. Addendum sheets to the drawing set are acceptable. Foundation, structural assemblies, insulation and egress are areas most typically in need of review. Also, you are responsible for obtaining a release for use of and/or changes made to a drawing set submitted for review which indicate a copyright ownership by others.