



# TOWN OF LITTLETON

## RESIDENTIAL CONSTRUCTION CHECKLIST

### APPLICATION

- Completed Application
  - <http://www.littletonma.org/content/19459/19745/27501.aspx>
- CSL Info (CMR 110.R5)
- HIC (CMR 110.R6)
  - Homeowner Exempt
- Workers Comp (MGL 152, §25C(6))
  - <http://www.littletonma.org/filestorage/19479/19481/19856/27504/WebsiteWorkersCompAffidavit.pdf>
- Agent Authorization
- Construction Documents (R106)
- Payment of Taxes (MGL Chapter 40, §57)
- Professional Stamp Required...for all manufactured lumber, steel, truss, vaulted ceilings, post & beam, or any other unusual construction (R106)
- Request for Determination small lots
- Trench Permit
  - [http://www.littletonma.org/filestorage/19479/19481/19856/27518/Town\\_of\\_Littleton\\_Trench\\_Form.pdf](http://www.littletonma.org/filestorage/19479/19481/19856/27518/Town_of_Littleton_Trench_Form.pdf)
  - Dig Safe Number
- Sheet Metal Permit
  - [http://www.littletonma.org/filestorage/19479/19481/19856/27518/sheet\\_metal\\_permit.pdf](http://www.littletonma.org/filestorage/19479/19481/19856/27518/sheet_metal_permit.pdf)
- Building Demolition (Code of Littleton Ch. 65)
- Driveway and water runoff control plan

### ENERGY CODE

- Energy Conservation Checklist w/ backup information
  - [http://www.littletonma.org/filestorage/19479/19481/19856/27504/Energy\\_Conservation\\_Checklist\(rev\\_10-2012\).pdf](http://www.littletonma.org/filestorage/19479/19481/19856/27504/Energy_Conservation_Checklist(rev_10-2012).pdf)
- Simulated Performance Alternative (IECC 405)
- Sunroom (IECC §402.2.11 & 402.3.5)

- Existing construction (IEBC 2009)

### PLANNING BOARD 978-540-2425

- Endorsed ANR plan
- Endorsed Subdivision plan
  - G2 lot release
- Open Space Development plan
- Shared Residential Driveway plan
- Paper Road Approval plan
- Over 55 Development
- Legal Lot Area (LZB §173-2 Definitions)  
...Include all documents pertaining to the approval ie: deeded easements, special permits, decisions, etc., certified by the Town Clerk as a true copy and that no appeal has been taken along with a copy of the filing with the Registry of Deeds.

### BOARD OF HEALTH

- Design plan
- Copy of septic permit
- Letter of Approval  
...Include all documents pertaining to the approval ie: deeded easements, special permits, decisions, etc., certified by the Town Clerk as a true copy and that no appeal has been taken along with a copy of the filing with the Registry of Deeds.

### State Highway curb cut

- District office Worcester 508-754-7204

### CONSERVATION

- Order of Conditions
  - Copy of Determination (WPA form 5)
- Approval drawings

...Include all documents pertaining to the approval ie: deeded easements, special permits, decisions, etc., certified by the Town Clerk as a true copy and that no appeal has been taken along with a copy of the filing with the Registry of Deeds.

### MISCELLANEOUS

- Well water test report (MGL Ch. 40, §54)
- Railroad Right of Way (MGL Ch. 40, §54A)
- Certified Site Plan
- EPA permit for projects that disturb more than 1 acre of land
- Historic building demolition Code of Littleton Ch. 65

## **FLOODPLAIN**

- Site is located within wetland area designated on the Town of Littleton Zoning Maps
- Site is located within other than zone X
  - If YES to any of the above then;
    - FIRM zone designation \_\_\_\_\_
    - FIRM Base flood elevation \_\_\_\_\_
    - Elevation of basement floor level \_\_\_\_\_
  - Special permit from the Littleton Board of Appeals for;
    - New structure
    - Addition of 10% or more ...to the existing ground floor area of structures in existence prior to 5-7-1990
    - Repairs or alterations totaling 75% or more of  
(of actual cash value of the structure before improvement)  
(or if damaged, before the damage occurred)  
(or deemed hazardous by the building official)
  - Copy of advisory report from Cons-Com

### **→ Zoning Board of Appeals**

All Variances and Special Permits granted for this project, certified by the Town Clerk as a true copy that no appeal has been taken along with a copy of the filing with the Registry of Deeds.

### **→ Planning Board**

Endorsed drawings of Site Plan, ANR & Subdivisions and all documents ie; deeded easements, special permits, decisions, etc. pertaining to the approval, certified by the Town Clerk as a true copy that no appeal has been taken along with a copy of the filing with the Registry of Deeds.

### **→ Conservation Commission Approval**

If the construction is within 100 feet of a Wetland or within a designated Flood Plain, a signed order of conditions and approved drawings certified by the Town Clerk as a true copy.

### **→ Flood Plain Construction Approval**

In addition to the Conservation Order of Conditions, a Special Permit from the Littleton Board of Appeals is required

### **→ DPW Approvals**

Signed Curb Cut from the Littleton Highway Department or the Massachusetts Department of Public Works; Water Connection permits from the Littleton Water Department

### **→ Board of Health**

Signed permit and copy of engineered septic plan for all subsurface systems and treatment plants. This permit must be in the owners name and not more than 2 years old.

### **→ Well Water**

For projects not serviced by public water, a copy of a well test showing the Coliform Bacterial count either "ABSENT" or "0/ml".

### **→ Railroad Right of Way**

Railroad right of way permit (111.3 MSBC)

### **→ Building Demolition Permit for Historically Significant Buildings**

Chapter 65 of the Code of Littleton requires review and approval by the Littleton Historical Commission.

### **→ Fire Department permit required for dumpster containers 6 yards or more**

### **→ EPA permit for projects that disturb more than 1 acre or more of land (<http://www.envcap.org/statetools/swrl/swrl.cfm?st=MA>)**