



## ADDITIONS

Additions can solve those space needs while adding value to your home whether its a simple addition on the side of your home or a new 2nd story. Additions must comply with the most current building and applicable codes to ensure a safe and comfortable living environment.

Below is information to help you through the permit approval process.



## PERMITS REQUIRED

- **Building Permit**
- **Electrical Permit**
- **Plumbing / Gas Permit** if performing any plumbing and/or gas installation in the addition.

## BEFORE OBTAINING A PERMIT

### Reviews and Approvals

- **Zoning Review** is required to determine if the addition complies with the minimum setback requirements and other criteria outlined in the Bedford Zoning Bylaw. If the addition does not comply with the zoning bylaw requirements then modifications must be made in order to comply or the applicant must seek relief through the Zoning Board of Appeals.
- **Conservation Review** is required to determine if the addition is within the Conservation Commission's jurisdiction. If it is determined that the addition must go before the Conservation Commission for review and/or approval then this process must be completed prior to the issuance of the building permit.
- **Historic District Commission Review** is required when the subject property is located within the Historic District and the addition can be seen from a public way. If review/approval is required then this process must be completed prior to the issuance of the building permit.
- **Board of Health Review/Sign-off** is required in rare instances when the existing dwelling is tied into an existing septic system and the addition will add a new

bedroom. ***Prior to submitting your building permit application***, the Health Inspector will be required to initial and date the appropriate box located in the upper left-hand side of the front page of the building permit application. ***\*\*\*Please be advised that if the Town's public sewer system is available then the Board of Health may be mandated to require the dwelling to be tied into the public sewer system\*\*\****

- **Fire Department Review/Sign-off** may be required depending on the type and scope of work being proposed to review locations and number of smoke, heat and/or carbon monoxide detectors within the space. The Building Official will determine if fire department review is required and will be responsible for forwarding the applicable information to their office. *Please be aware that if your existing house only has battery-operated smoke and/or carbon monoxide detectors then under certain circumstances it will be required to 'hard-wire' new detectors throughout the entire house into the electrical panel.*

## **OBTAINING A PERMIT**

### **Minimum Submission Requirements**

- **Building Permit Application** and all supplemental information, including license and insurance information, completed in its entirety and signed by the authorized agent (contractor) **and** the owner of the property. If the owner of the property is securing the permit then the *Homeowner Waiver* portion of the application must be filled out indicating that they will be responsible for the work associated with the permit.
- **Certified Plot Plan** stamped by a registered land surveyor or civil engineer. The plot plan must be a minimum scale of 1" = 20' and show the addition as it relates to all property lines, street lines and other structures on the property. The plot plan may also be required to show easements, covenants, deed restrictions and flood plain delininations.
- **Building Plans** must be submitted in triplicate on a minimum sheet size of 24x36 inches (no pencil) with a minimum scale of 1/4 inch = 1 foot (all dimensions must be shown).

***\*\*\*Please be advised that if there are unique circumstances involving any given project or unique framing methods are being used then the Building Official reserves the right to require additional information beyond the minimum requirements to be submitted in order to ensure compliance with the Massachusetts Building Code, 780 CMR and/or any other applicable code/agency\*\*\****

**\*\*\*IMPORTANT NOTE:** If the proposed addition is designed as a 2nd floor addition whereas the new addition will be supported by the 1st floor walls/floor system and existing foundation then a review/report by a structural engineer will be required to verify that the existing 1st floor walls/floor system and existing foundation can safely support the additional

loads of the new addition.\*\*\*\*

**Plans must show the following information:**

***Foundation/Footing Details*** (minimum required depth of foundation is 48") showing size, depth and width of all footings and foundation walls.

***Framing Plan*** (*bird's-eye view*) showing size, spacing and length of all joists, studs, posts and beams and type of materials being used to assemble the structure including framing of floors, ceilings and roofs. If engineered lumber or steel beams are used then additional design calculations from a registered design professional will be required.

***Framing Section Details*** (side view) showing cross-sections of foundation, wall and roof systems, stairways, ceiling heights, etc.

***Attachment Details*** such as attachment to foundation, post to beam connections, plate to rafter connection, etc.

***Floor Plan*** showing layout of each floor area including walls, doors, stairways, windows and rooms. Each room/space will be clearly mark as to its proposed use (i.e. living room, family room, kitchen, study, bathroom, etc.)

***Energy/Insulation Details*** showing compliance with the most recent energy code requirements.

***Elevation Drawings*** showing height of structure, grade elevations and all window and door openings.

**\*\*\*IMPORTANT NOTE\*\*\* Prefabricated/Manufactured Additions** will be required to comply with the *Manufactured Buildings* provisions outlined in Appendices 120.L of the MA building code, 780 CMR. Under these provisions a Licensed Construction Supervisor is required to secure the building permit.

The submitted information is reviewed by the Building Official. While some additions may be more complex than others, typically the plan review for an addition is 7 to 10 days. If clarification or more information is needed then the Building Official will contact the licensed contractor or homeowner (if they are securing the permit) which may prolong the issuance of the permit.

At the Building Official's discretion, the building permit for an addition may be issued in one of two ways.

***Option No.1*** ~ Once the initial plan review is complete, the Building Official will issue a *Foundation Permit*. This will allow the contractor/owner to install the foundation **only**. During the installation of the foundation, required inspections will be made by the Building Official to ensure code compliance. Once the foundation is installed you will be required to submit a certified *as-built* plot plan showing the exact location of the foundation as it relates to the lot's property lines, easements, etc. This allows the Building Official to verify that the foundation has been installed in accordance with the approved plans and that it complies with the minimum zoning setback requirements and any other conditions that may apply.

**\*\*\*\*IMPORTANT NOTE:** If the foundation was inadvertently located so as not to comply

with the minimum setback requirements or violates any other conditions that may apply then the *Building Permit* to build the structure will not be issued. The contractor/owner will be required to correct the issue which may include removing a portion of the foundation or seeking relief through the Zoning Board of Appeals process. If additional conditions were required by other department and/or commissions (i.e. Conservation, Historic District, Planning Board, etc.) then you will be required to appear before the respective department/commission to seek relief. Once all issues have been resolved, the Building Official will release the Building Permit to allow construction of the addition.\*\*\*\*

When the *foundation* permit is ready, the licensed contractor or owner will be contacted by our staff to notify them that the permit is ready to be picked up and the permit fee amount required to release the permit. When the certified as-built plot plan has been submitted and approved by the Building Official then the *building* permit will be released.

***Option No.2*** ~ Once the initial plan review is complete, the Building Official will issue a Building Permit. This will allow the contractor/owner to install the foundation and structure. No certified as-built plot plan is required.

When the building permit is ready, the licensed contractor or owner will be contacted by our staff to notify them that the permit is ready to be picked up and the permit fee amount required to release the permit.