



TOWN OF NORTH READING

Massachusetts

BUILDING DEPARTMENT

Commercial Application Checklist

While this office shall make every attempt to process your application in a timely manner, **we have 30 days** to review your full application. Planning in advance is critical. Applications are processed in the order in which they are received. Missing, wrong, or in-accurate information may delay the permitting process.

General Information

- Completed Application
- Workman's Compensation Form
- Workman's Compensation Insurance naming the **Town of North Reading** as the Cert. Holder.
- Three set of plans minimum 18 x 24 larger projects 24 x 36. One full set of plans on CD/thumb.
- State Massachusetts Energy Conservation Compliance, "Com-Check".
- Special permit conditions shall be Included, if applicable.
- Zoning conditions/variances shall be included, if applicable.
- Existing Building Narrative and Review, per the International Existing Building Code.
- Construction Control Documents.
- Tier One review Fire Narrative for Existing Buildings.
- Site Plan for new construction or addition.
- Fire suppression/protection narrative – **ALL BUILDINGS.**
- Fire Department requires a narrative regarding safeguarding construction relative to NFPA 241.
- Plot and Certified Plot Plans, if applicable.
- You are required to have a preconstruction meeting with a full overview of the following if applicable:
 - Is the building currently occupied? If so how will you protect the occupants from your construction zone?
 - How will Life Safety be impacted with the means of egress and ingress? Remember there are three parts to an exit. Exit access, the actual exit/door, exit discharge.
 - How will you protect the workers from any hazards or deleterious materials?
 - Will you be performing any welding?
 - Who will you be introducing to the job other than your company?

This and many other life safety questions will need written reply.

- In relation to the ninth bulleted item. You are responsible to have your Design Professional review the movement of the project and provide written and stamped progressive inspection if required by this Department.
- No inspection shall take place without the proper affidavits from the Design Professional, once again if required by this Department.

Please keep in mind the scope and size of your job will determine the design professional requirements.

Additional Requirements

- You are required to deliver the plans to the Fire Department for review for all Life Safety Fire Detection and Suppression Systems.
- You will be required to submit three sets of Tier Two shop drawings prior to installation of fire protection systems. Tier three will be required prior to final sign off of permit.
- BOH may require an Integrated Pest Management Plan (IPM) for rodent control – If applicable.
- BOH may require a “passing” Title V Inspection report – If applicable.
- BOH may require test, plans and inspection for Title V code compliance with any upgrade, repair, and modify or new construction of an onsite sewage disposal system.
- Conservation, Board of Health, Community Planning, Town Engineer, Treasurer, Assessor and Fire Department may all be required for your full signoff. Part of this process will be in house. Please see the Town Engineer as you may be required to secure a **Street Bond**.
- Please do not omit anything relative to 521CMR.
- Any other information that may be required by other Departments to expedite your permit.

Please note, applying for a building permit is not authorization to proceed with your project. If it is found you are performing work without the proper building permit on site, you risk possible fines/or court action by the Town of North Reading.

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