

**Franklin County Cooperative Inspection Program---County Courthouse, 425 Main St.,
Ste. 25, Greenfield, MA, 01301-3393
(413) 772-2026 Fax: (413) 773-0896 Website: www.fccip.org**

***Ashfield Bernardston Buckland Charlemont Conway Erving Gill Hawley
Heath Leverett Leyden Shelburne Shutesbury Whately***

**Form
1**

***Guide to the Permitting Process for Construction of 1 & 2 Family Dwellings (Form 1)
Note: This is for NEW single or two family homes and their accessory structures if
built in conjunction with the dwelling***

The following “to do” list is in a suggested, but not mandatory order:

- Obtain Form 1 Building Permit Application
- Contact Conservation Commission for site visit to property
- If there are no wetland issues, obtain signature on P. 2 of application
- If there are wetland issue, follow instruction of Conservation Commission
- If a percolation test has not been performed, contact an engineer and the Board of Health for a test.
- After the percolation test is performed, have engineer design septic system for the new dwelling. Engineer will have to know how many bedrooms there will be. (If there is probability of a future bedroom addition, it is advisable to consider that in your determination.)
- Present engineered septic plan and well location to the Board of Health for approval. Obtain Installation permit.
- Determine footprint (size of floor space) for dwelling and accessory structure(s).
- Have Land Surveyor, or Engineer (In the field of Surveying-plans drawn by sanitarian will not be accepted) draw a site plan with:
 - o A reference made to the original recorded survey noted on the plan. (Note: for larger parcels that have not been surveyed, reference to recorded deed will do)
 - o The plan showing all areas to be impacted, including new and existing buildings, wells, driveways, streams, ponds, etc.
 - o The plan showing acreage, frontage, and setbacks to lot lines of proposed structures
 - o Check to insure compliance with zoning and driveway regulations.
- Obtain Driveway Permit from Highway Superintendent. Obtain signature on P. 2 of application.
- Dig well. Have water tested. Present results to Board of Health. Obtain signature of P. 2 of application.
- Draw, or have drawn, building plans for dwelling and all accessory structures, including porches, decks, and garages. We prefer tabloid size plans. With the exception of log homes, timber frame construction, and complex roof system(all needing a structural engineer’s stamp), plans do not have to be drawn by an architect or engineer, but must be to scale (preferably ¼= 1’), legible, and include the following:
 - o Floor plan
 - o Foundation plan or pier location
 - o Elevations
 - o Cross section showing any of the following (if applicable): Carrying beams, floor joists, bearing walls, ceiling joists, rafters and collar ties.
- Indicate location of smoke detectors, co detectors, and heat detectors on 2 sets of plans that will be submitted with application. (Note: Building code requires smoke detectors in and within the immediate vicinity of all bedrooms, and on each floor, including basements. Floors over 1200 sq. ft require an additional detector). Also, locate co detectors on each floor and within 10ft of bedroom doors in halls or open spaces. Heat detectors should be located in the center of attached garages. Present plans to Fire Chief. Obtain signature on P. 2 of application verifying he has received plans.
- Fill out Permit Application (Form 1). Read instructions carefully.
- Submit application with appropriate forms and plans to Building Inspector.