

BASEMENT RENOVATION PROJECT

Renovating your basement into additional living space could increase the value of your home. When converting your basement from a storage area to habitable living space you must comply with certain provisions of the building and other applicable codes to ensure a safe living environment.

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



PERMITS REQUIRED

- **Building Permit**
- **Electrical Permit** if performing any electrical installations.
- **Plumbing / Gas Permit** if performing any plumbing and/or gas installations.

BEFORE OBTAINING A PERMIT

Reviews and Approvals

- **Fire Department Review** 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.*
- **Board of Health Review** may be required if your home's sewer pipe is connected to a septic system and not tied into the Town's sewer system. If your home is on a septic system then you must review the scope of work with the Board of Health office. The Health Inspector must sign-off on the project by initialing the appropriate box located in the top left-hand corner of the building permit application prior to submitting the application to this office. *Please be aware that if your home's sewer pipe is currently connected to a septic system then under certain circumstances it will be required to tie into the Town's sewer system. For more details, please contact the Board of Health office at (781) 275-6507.*

OBTAINING A PERMIT

Minimum Submission Requirements

- **Building Permit Application** and all supplemental 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.
- **Building Plans** must be submitted in duplicate on a minimum sheet size of 11x17 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 what is required to be submitted in order to ensure compliance with the Massachusetts Building Code, 780 CMR.*****

Plans must show the following information:

Floor Plan showing entire layout of basement area identifying both existing and proposed layouts. Each floor plan shall include walls, doors, windows and rooms. Each room/space will be clearly mark as to its existing/proposed use (i.e. playroom, office, storage, bathroom, bedroom, furnace room, etc.)

Framing Plan/Details showing size, spacing and length of all stud walls, posts and beams and type of materials being used. Details to include fire stopping and draft stopping methods.

Attachment Details such as stud wall to slab attachment, post to beam connections, etc.

Living Environment Details showing lighting, ventilation, heating, life-safety and insulation details including but not limited to, sizes of all windows within living area, heating method, location of smoke/carbon monoxide detectors (if applicable) and R-value of insulation being used. *If existing heating/cooling system is going to be used then proof must be submitted verifying that the system can properly heat and cool the additional square footage of new living space.* If ventilation and/or heating requirements cannot be met using existing systems then supplemental ventilation air will be required to be brought into the living space to satisfy minimum code standards.

Stair Details showing existing stairway including tread and riser height of existing stairs and any upgrades required by code (i.e. handrail and/or guardrails).

Elevation Details showing finished ceiling height within habitable living area and headroom height at all stairways.

The submitted information is reviewed by the Building Official. While some projects may be more complex than others, typically the plan review for these types of projects 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.

Once the 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.