

TOWN OF TOLLAND, MA
Building Department

Building Plan Requirements Checklist

At least the following items must be submitted with **ALL permit applications for new construction or additions**. Complete this checklist and submit it with your Application for a Building Permit and Building Plans.

Attached	Drawings and Plans
	1. Scaled drawings and details shall be submitted with each application proposing construction, reconstruction, addition, alteration, or repair. The Building Inspector may waive the requirements for filing plans when the work involved is of a minor nature.
	2. Scaled drawings and details shall indicate and describe all proposed work, including location, size, grade and quality of materials and equipment to be used.

Included	Plot Plans
	Property address, map and lot number, zoning district & overlays
	Location of lot lines, dimensions of lot, frontage
	Location and dimensions of public easements, established Town setback requirements (see Zoning Bylaw)
	Location and dimensions of primary and accessory buildings & structures
	Location and dimensions of Driveway

Included	Floor Plans
	Floor plan of each floor and any intermediate levels including basements, crawlspaces, terraces, porches, garages or car ports
	Dimensions, location and materials of foundations, footings, columns and piers (including reinforcing)
	Direction, dimensions, spacing and grade of all framing members (floors, roofs, wall, partitions)
	Location of all walls, partitions, floor penetrations, stairs and doors
	Location and description of all electrical equipment (including alarm devices: identify dedicated circuits)
	Location and description of all HVAC equipment (including model numbers & BTU ratings)
	Location and size of ducts, registers, piping, radiators, heating units, thermostats
	Exterior envelope component materials: R values of component elements, Uo of the walls, roof/ceiling and floors, R of walls/roof/floor, percent of windows to walls.

Included	Exterior Elevations
	Front, rear and side elevations
	Location and dimensions of windows and doors
	Description of exterior cladding or siding material
	Show exterior stair locations & dimensions