INFORMATION NECESSARY FOR THE ISSUANCE OF A BUILDING PERMIT

1. A complete set of building plans showing to scale and in detail the following information:
   a) Building elevation plans showing all sides of the building in relation to the final grading.
   b) Building floor plans (cross section) showing all floor levels of the building including the basement.
   c) Building structural plans showing all structural components from the bottom of the footing to the top of the roof.
   d) Building smoke detector locations/fire protection systems for all floor levels of the building, including the basement.
   e) Building insulation/ventilation plans per IECC 2015 energy codes requirements, HERS rater report required prior to issuance of building permits.
   f) Other information deemed necessary by the Inspector of Buildings for proper building plan review.
   g) All structures with engineered beams (steel and wood) will need documentation relative to proper installation.

2. A driveway permit issued by the Town of Leicester Highway Department.

3. An approved sewage disposal system plan stamped and approved by the Town of Leicester Board of Health.

4. A copy of the water test mandated by the Town of Leicester Board of Health or a letter from the appropriate water company which will supply water to the lot.

5. A plot plan of the lot showing all of the boundary lines with dimensions, all of the existing and proposed buildings and their setbacks from the property lines, the dimension for street frontage, size of the lot in square feet, the map and parcel number (available from the Assessor’s office) and delineation of all wetlands.

6. Conservation approval (before submitting permit application). Needed on ALL applications.

7. Copy of deed.

8. Copy of contractors Construction Supervisors License (CSL).

9. Copy of contractors Home Improvement Registration (if applicable)

10. Certificate of Workers Compensation insurance or signed affidavit.

PAYMENT FOR THE BUILDING PERMIT WILL BE UPON ISSUANCE

Jeff Taylor
Zoning Enforcement Officer
Inspector of Buildings

Rev. 2018