



Town of Reading
16 Lowell Street
Reading, MA 01867

PUBLIC SERVICES DEPARTMENT
Inspectional Services
Mon - Wed - Thu 7:00 AM – 5:30 PM
Tues 7:00 AM – 7:00 PM ~ Fri Closed
Phone 781-942-6613 ~ Fax 781-942-9071
www.readingma.gov

Checklist for Residential Building Permits

Renovations:

- o *Complete Building Permit Application (signed by owner and agent)
- o Two sets of building plans and one electronic plan
- o U-value required for replacement windows
- o Manual J if new duct work
- o Fire Dept. approval of smoke alarms required if bedrooms added
- o Siding – how many squares and an electrical permit needed
- o Roofing – how many squares
- o Fee \$11 per \$1000 (\$30 minimum)

Additions, Decks, Garages, Inground Pools:

- o *Complete Building Permit Application (signed by owner and agent)
- o Two Certified Plot Plans showing location of addition, deck, garage or inground pool
- o Energy Form (for additions)
- o Manual J if new duct work
- o Two sets of building plans and one electronic plan
- o Engineering approval of driveway required if new garage
- o Fire Dept. approval of smoke alarms required if bedrooms added
- o Fee \$11.00 per \$1000 with a \$30 or \$55 occupancy

Sheds and Above-Ground Pools:

- o *Complete Building Permit Application (signed by owner and agent)
- o Two Plot Plans showing location of shed or pool
- o Two sets of building plans and one electronic plan
- o Above-Ground Pool - \$11 per \$1000 (\$85 minimum) with a \$30 occupancy
- o Shed - \$11 per \$1000 (\$30 minimum)

New Home Construction:

- o *Complete Building Permit Application (signed by owner and agent)
- o Certified Plot Plan
- o Energy Form
- o Manual J if new duct work
- o HERS Rater
- o Two sets of building plans and one electronic plan
- o Fire Dept. approval of smoke alarms required
- o Engineering approval of driveway
- o Fee \$11.00 per \$1000 with a \$55 occupancy

NO WORK CAN START PRIOR TO A BUILDING PERMIT BEING ISSUED

**Copy of CSL License, HIC Registration and Certificate of Insurance
Professionally stamped plans may be required by Building Inspector*