



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

NO WORK CAN START PRIOR TO A BUILDING PERMIT BEING ISSUED

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 and Manual D 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 and Manual D 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 Conservation Approval – call 781.942.6616
- 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 Conservation Approval – call 781.942.6616
- 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 and Manual D 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 Conservation Approval – call 781.942.6616
- o Engineering approval of driveway
- o Fee \$11.00 per \$1000 with a \$55 occupancy

**Copy of CSL License, HIC Registration and Certificate of Insurance*

Professionally stamped plans may be required by Building Inspector

***IBC 2009 – Section 107.2.1** Information on construction documents.

Construction documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of this code and relevant laws, ordinances, rules and regulations, as determined by the *building official*.