



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

A BUILDING PERMIT IS REQUIRED TO BE ISSUED AND POSTED AT PROPERTY BEFORE WORK COMMENCES

Additions, Decks, Garages, In-ground Pools:

- o *Complete Building Permit Application (signed by owner and agent)
- o Two Certified Plot Plans showing location of addition, deck, garage or in-ground pool
- o Energy Form (for additions)
- o Manual J & Manual S if new duct work//Manual J if existing
- o Kitchen hood vent information required – over 400 cfm's requires make-up air
- o Two sets of building plans and one electronic plan
- o Prescriptive Residential Wood Deck Construction Guide
- o Conservation approval – call 781.942.6616 // Engineering approval of driveway required if new garage
- o Fire Department approval of plans required before submitting to the Building Department
- o Fee \$11.00 per \$1000 with a \$30 or \$55 occupancy

Fences

- o Engineering approval – call 781.942.9082
- o Conservation approval – call 781.942.6616
- o Building permit required for fences 7' and over

New Home Construction:

- o *Complete Building Permit Application (signed by owner and agent)
- o Certified Plot Plan
- o Energy Form
- o Manual J & Manual S if new duct work//Manual J if existing
- o HERS Rater
- o Prescriptive Residential Wood Deck Construction Guide
- o Two sets of building plans and one electronic plan
- o Conservation approval – call 781.942.6616 // Engineering approval of driveway and address assignment
- o Fire Department approval of plans required before submitting to Building Department
- o Fee \$11.00 per \$1000 with a \$55 occupancy

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 & Manual S if new duct work//Manual J if existing//Heat calculations for new boiler
- o Fire Department approval of smoke alarms required if bedrooms added
- o Siding – how many squares and an electrical permit needed
- o Roofing – how many squares
- o Kitchen hood vent information required – over 400 cfm's requires make-up air
- o Fee \$11 per \$1000 (\$30 minimum)

Renovations to an attic or basement will require a site visit by Building Inspector before a permit is issued

Sheds 200sf or less – please refer to the “Accessory Structure Checklist”

Sheds greater than 200sf 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)

**Copy of a signed contract, CSL License, HIC Registration and Certificate of Insurance required with all building permit applications*

*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.*