



TOWN OF
STONEHAM
 MASSACHUSETTS

TOWN HALL
 35 CENTRAL STREET
 STONEHAM, MA 02180-2087

Inspectional Services
 781-279-2670
 Fax. 781-279-2671

Building Permit - Required Document Guide

Building permits applications must be accompanied by a number of documents which is dependent on the scope of work. At a minimum, the application must be accompanied by the Workers Compensation Affidavit, even when a homeowner is applying for the permit, copies of contractor licenses and Certificate of Insurance. Below is a guide to inform you of additional documents that may be required. This is for guidance only and additional information may be required.

Type of Proposed Work	Documents Required
For residential single or two family	
Siding, roofing, replacement windows or doors with no structural changes, insulation	1
Solid fuel appliance, pellet or wood stove	1, 2, 10
New construction & additions over 1,000 sf	1, 2, 3, 4, 5, 8
Additions	1, 2, 3, 4, 8
Alterations	1, 2, 3,
Fences on a corner lot or over 6ft	1 (fence application), 7
Solar	1, 2, 9
Decks	1, 3, 4, 8
Swimming Pool above ground	1, 7, 8
Swimming Pool in ground	1, 7, 8, 9
Detached accessory structures 200 sf or less	1 (zoning app for accessory structures), 8
Detached accessory structures over 200 sf	1, 2, 3, 4, 8
Demolition	1, 14
For commercial buildings and buildings with 3 or more dwelling units	
New construction and additions	1, 2, 3, 4, 5, 6, 8, 11, 12, 13,
Alterations	1, 2, 3, 4, 5, 11, 12, 13
Demolition	1, 14

1. Completed application (Signed by Treasurer's & BOH, DPW & Conservation if applicable), Workers Compensation Affidavit, copies of licenses, contract, Certificate of Insurance.
2. Architectural Plans drawn to scale showing the entire work area and the scope of work within the work area. Plans should show both existing and proposed conditions. For buildings with two or more dwelling units, identify all rated assemblies that separate dwelling units as required by the state building code. Plans must be stamped by Stoneham Fire Dept. if bedrooms are being added, walls being removed or layout being altered (3 sets to FD – 2 of those sets to BD)
3. Structural plans with adequate dimensions showing ALL structural members, sizes and spans. Structural plans also include design reports for any engineered materials (LVL, etc.) & load paths & wall bracing
4. Building elevations showing building heights, roof pitches, etc.
5. Compliance with the current energy code showing R values for all envelope components. HERs certification
6. Solar ready locations, EV location, Radon system detail, wall bracing detail.
7. Plot plan showing the height and location of proposed fencing.
8. Certified plot plan stamped and signed by a Professional Land Surveyor showing existing and proposed structures. This plan shall NOT be a mortgage plan and shall include setback, existing and proposed topography, easements, driveways & fences
9. Structural evaluation prepared by a registered design professional.
10. Plans showing the layout of all system components and connections.
11. Stamped plans prepared by a registered design professional.
12. Construction control affidavits
13. Evaluation per Existing Building Code showing level of work and code compliance.
14. Completed demolition affidavit and accompanying paperwork