

# TOWN OF HOLLAND BUILDING DEPARTMENT

## ***BUILDING PERMIT APPLICATION REQUIRED DOCUMENTS CHECKLIST***

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Attached you will find a Building Permit Application Required Documents Checklist. This checklist will assist you in preparing your permit application for review. Please pay close attention to all the required items. Any missing item will cause your application to be returned.

**Page 2** is to be used with applications for One & Two Family Dwellings **ONLY**.

**Page 3 & 4** are to be used for additions, alterations, remodeling of one & two family dwellings **OR** structures *accessory* to a dwelling.

**Page 5** is to be used for all other projects. (i.e. any new construction, additions, alterations or changed use of any project that is NOT dwelling related).

For a detailed description of checklist item #'s on **Pages 3 & 4** (i.e. #1, #2, #6, etc.) refer to **Page 2**, checklist for one & two family dwellings.

Once you have complied all the required documents attach them to the checklist and submit them for review. Applications may be delivered to the Holland Town Hall Monday thru Thursday during regular business hours. If the checklist is not complete all documents will be returned to you with an explanation as to what additional information is needed. The Building Commissioner will review your application and you will be notified when the permit has been approved. For new homes and large additions the review will usually be completed in approximately 7 to 10 days. Larger projects may take longer. Small additions or accessory buildings require less time.

**IMPORTANT NOTE:** The **REQUIRED DOCUMENTS CHECK LIST, Page 2 AND THE PROCEDURE SHEET** must be attached to **ALL** dwelling related applications ( **Page 5** for **ALL** other applications).

**PLEASE READ COMPLETELY**

## Page 2

# TOWN OF HOLLAND BUILDING DEPARTMENT REQUIRED DOCUMENTS CHECK LIST ONE & TWO FAMILY DWELLINGS *ONLY*

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1. Required Documents Check List
  - Attached. **ATTACH THIS FORM !**
  - NOTE: Failure to comply with ALL required documents SHALL result in denial of permit.**
2. Procedure Sheet. (See Zoning Officer for Procedure Sheet)
  - Attached completed Procedure Sheet with all required department signatures attached.
3. Building Permit Application for One or Two Family Dwellings.
  - All items in **Section 1** through **Section 6b** completed.
  - Property owner signed application (**Section 2.1** and **Section 6a or 6b**).
  - Attached Workers' Compensation Insurance Affidavit (**Section 4**).
  - INCOMPLETE APPLICATIONS WILL BE DENIED !**
4. Sewage Disposal System:
  - Attached copy of **Disposal Works Permit** (Issued by the Board of Health).
5. Water Supply:
  - Attached copy of **well completion report and water test** (potable water).
6. Driveway Permit or Curb Cut:
  - Bond paid and procedure sheet **signed by Highway Surveyor**.
7. Plot Plan – **REQUIRED on ALL projects** which include exterior work and must include:
  - Distance from building or additions to all **property lines** and other structures.
  - (Front yard area: Measured from lot line, **NOT** from the road pavement)
  - Well location.
  - Septic location.
  - Driveway.
  - All existing and proposed structures.
  - Street frontage.
  - Lot size.
8. Three complete set of Building Plans – to include:
  - Scale (minimum) ¼ inch equals 1 foot**
  - Foundation Plan
  - Floor Plan (for each level)
  - All rooms labeled and all window sizes labeled
  - Exterior building elevations
  - Sectional / Skeleton view (footings to ridge line) with lumber dimensions
  - Smoke and Carbon Monoxide detectors – location, type **and Manufacturer Specifications**
  - Engineered spec sheet for all engineered products, i.e. LVL's Trusses, Steel Beams, etc.
9. Energy Conservation Application Form or copy of ResCheck.
  - Attached copy of ResCheck
10. House Number (E911 Liaison Officer)
  - On application and **posted on job site**.

## Page 3

### TOWN OF HOLLAND BUILDING DEPARTMENT

#### REQUIRED DOCUMENTS CHECK LIST

#### ***ACCESSARY USES*** – (Accessory to One & Two Family Dwellings)

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##### **ADDITIONS:**

- #3 – Building Permit Application
- #4 – Disposal Works Permit – if adding a bedroom – septic systems only
- #6 – Driveway Permit or Curb Cut – only if changing location of street entrance
- #7 – Plot Plan
- #8 – Complete sets of Building Plans
- #9 – Energy Conservation Application Form or copy of ResCheck – if heated/cooled.

##### **GARAGES/BREEZEWAYS:**

- #3 – Building Permit Application
- #6 – Driveway Permit or Curb Cut – only if changing location of street entrance
- #7 – Plot Plan
- #8 – Complete set of Building Plans
- #9 – Energy Conservation Application Form or copy of ResCheck – if heated/cooled

##### **ALTERATIONS/REMODEL: (No increase in footprint or additional living space)**

- #3 – Building Permit Application
- #4 – Disposal Works Permit – if adding a bedroom – septic systems only
- #8 – Complete sets of Building Plans – Existing and Proposed
- #9 – Energy Conservation Application Form or copy of ResCheck – if exposing framework, i.e. gutting.

##### **ACCESSORY BUILDING/SHED:**

- #3 – Building Permit Application – Exempt: 1 story tool or storage shed < 120 sq. ft.
- #6 – Driveway Permit or Curb Cut – only if changing location of street entrance
- #7 – Plot Plan
- #8 – Complete set of Building Plans

##### **CHIMNEY/FIREPLACE:**

- #3 – Building Permit Application

**Page 4**

**TOWN OF HOLLAND  
BUILDING DEPARTMENT**

**REQUIRED DOCUMENTS CHECK LIST  
ACCESSARY USES – (Accessory to One & Two Family Dwellings)**  
Continued

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**DECKS/PORCHES:**

- #3 – Building Permit Application
- #7 – Plot Plan
- #8 – Set of Building Plans

**ROOFING/SIDING/WINDOWS:**

- #3 – Building Permit Application

**SWIMMING POOLS:**

- #3 – Building Permit Application
- #7 – Plot Plan
- #8 – Set of Building Plans – if in-ground to include: sectional view, all pool dimensions, if diving boards: height above water and location of board

**WOOD/COAL/PELLET STOVES:**

- #2 – Building Permit Application
- Stove must have affixed manufacturers label. Install per manufacturer's instructions.

## Page 5

# TOWN OF HOLLAND BUILDING DEPARTMENT REQUIRED DOCUMENTS CHECK LIST ***OTHER THAN ONE & TWO FAMILY DWELLINGS***

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1. Required Documents Check List.
  - Attached. **ATTACH THIS FORM**
  - NOTE: Failure to comply with ALL required documents SHALL result in denial of permit.**
2. Procedure Sheet. (See Zoning Officer for Procedure Sheet)
  - Completed Procedure Sheet **with all required department signatures** attached.
3. **Commercial** Building Permit Application. (Do not use the 1 & 2 Family application!)
  - All items in **Section 1** through **Section 6b** **MUST** be completely filled out.
  - Property owner must sign all applications (**Section 2.1** and **Section 10a or 10b**).
  - INCOMPLETE APPLICATIONS WILL BE RETURNED.**
4. Construction Control Document
  - Attached (Required for ALL buildings, new or altered, larger than 36,000cu.ft. in volume.)
5. Sewage Disposal System (if structure requires new or enlarged system)
  - Attached copy of **Disposal Works Permit** (Issued by the Board of Health).
6. Water Supply (if use will require water supply):
  - Attached copy of well completion report and water test (potable water).
7. Driveway Permit or Curb Cut (if new or changing existing):
  - Attached copy of Driveway permit, signed by the Highway Department.
8. Site Plan Review (Planning Board)
  - Attached copy of approved Site Plan Review.
9. Plot Plan (if new structure or increased building area or volume) - to include:
  - Distance from building or additions to all **property lines** and other structures.
  - (Front yard area: Measured from lot line, **NOT** from the road pavement)
  - Well location and Septic location and Driveway location.
  - All existing and proposed structures.
  - Street frontage and Lot size.
10. Three complete sets of Building Plans - to include:
  - Use Group and Construction Type
  - Foundation Plan
  - Floor Plan (for each level)
  - All rooms labeled and all window sizes labeled
  - Exterior building elevations
  - Sectional / Skeleton view (footings to ridge line) with lumber dimensions
  - Fire detection or suppression system documentation per 780 CMR 9
11. Energy Conservation Application - Copy of ComCheck.
  - Attached copy of ComCheck
12. Street Number / Address (E-911 Liaison officer)
  - On application and **posted on property**