

Town of Orleans

Office of
Building Department

Building Permit Procedures

One and two family

(New homes, alterations and additions)

Submissions:

Building permit application

Construction supervisor's affidavit or Homeowner's exemption affidavit

Workers compensation affidavit and workers compensation certificate of Insurance

Curb cut application: (for new curb cuts and modifications of existing curb cuts)

Must include site plan with location of any new curb cut clearly marked

New curb cuts must also be marked on the site with orange stakes

Disposal affidavit (Where you will legally dispose of construction related debris)

Plans and specifications: (2 sets except, 3 sets floor plans for fire protection systems)

1) Engineered site plan: *(foundation location top of foundation all unities)*

2) Foundation plan and details (as necessary)

3) Floor plans (including basement and attic levels, if applicable)

Floor plans shall include location of all required fire protection systems and heating systems storage areas

Please note the Building Department will submit all fire protection system documents to the Orleans Fire Department for their review and approval

4) Exterior building elevations;

5) Framing plans and /or building sections(s) adequately depicting structural systems including Ma. check list if applicable

6) Schedules, legends and /or details adequately depicting doors, windows and related material installations; and

7) Energy conservation information

Plans and specifications must clearly indicate the design standard used and the wind exposure category the plans are designed to

Building Permit applications are subject:

Sign offs and or approval of as applicable

Health Department

Water Department

Planning Department (new homes only)

Conservation Commission

Old Kings Highway Historic Committee

Orleans zoning board of appeals

Inspection scheduling

Footing and Sonotube inspection:

*After steel reinforcing is set and inspected by electrical inspector as applicable
After the footing and or Sonotube is formed and before the footing is poured*

Foundation inspection:

*Steel reinforcing should be set and inspected by electrical inspector as applicable
After foundation is poured and damproofing /waterproofing has been applied, and
before the foundation is backfilled*

Note: unless otherwise noted Full Building Permits are not issued until a certified as built foundation plan is received showing the location of the foundation and top of foundation

Throat Inspection:

Before first flue is set

Frame Inspection:

*After rough electrical and plumbing inspections
Structure needs to be water tight*

Insulation Inspection:

Final Inspection:

*After final electrical inspection (no furniture or other blocking access electrical devices)
After plumbing and gas inspections
House number posted
Fire protection devices inspected Orleans Fire Department
Oil burner inspection Orleans Fire Department*

Certificate of Occupancy:

After submission of Certificate of compliance, sewage disposal system