



Town of Rochester

Building Department

37 Marion Road, Route 105, Rochester MA 02770

Phone: 508-763-5421

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Building Permit Procedures

Building Permit Checklist

- Building Permit Application with Homeowners Signature
- Homeowner's Exemption Form (if applicable)
- Construction Supervisor's License and HIC Registration
- Workman's Compensation Insurance Affidavit (homeowners included)
- Energy Calculations
- Curb Cut Form (If applicable)
- Debris Affidavit
- Date of Issuance and copy of any Special Permit or Variance for the lot and receipt from the Registry of Deeds with Book and Page number.
- Two sets of Construction Documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that the work will conform to CMR 780 and relevant laws, ordinances, rules, and regulations, as determined by the building official.
 - Certified Plot Plan with Plot and Lot Number including:
 - Location of all existing and proposed structures
 - Dimensions of all lot lines and total square feet
 - Distance of all structures to street and lot lines
 - Location to all Wetlands
 - Well and Septic systems
 - Foundation plan and details (as necessary)
 - Floor plans (including basement and attic levels, if applicable); floor plans shall include location of all required fire protection systems and heating system storage areas
 - Exterior building elevations
 - Framing plans and/or building section(s) adequately depicting structural systems
 - Schedules, legends and/or details adequately depicting door, window and related material installations
 - Energy conservation information

Building Permits applications are subject to the following;

- Conservation Commission
- Health Department Review
- Rochester Zoning By-laws
- Historic District Committee (as applicable)