

Plan Review Checklist

Interior Renovations

1 & 2 Family Residential

9th edition , Massachusetts with 2021 IECC Review

*Stretch Code Requirement
performance option please provide
the projected HERS rating from the
Accredited HERS Rater that you hire.*

Plan Review Checklist

This document provides general guidance on the required documentation for a plan review. Depending on your project, some details may not be applicable. This checklist is intended to help you prepare for your plan review and streamline the process of obtaining a building permit.

If you have any questions, please contact the Hudson Building Department at (978) 568-9625. We would gladly arrange a meeting to address your questions and concerns.

Completed Energy Conservation Code Collection Checklist



Score + Store

Residential Data Collection Checklist

2015 International Energy Conservation Code - Residential Provisions
Climate Zone 5

Building ID: _____ Date: _____ Name of Evaluator(s): _____

Building Contact (optional): Name: _____ Phone: _____ Email: _____

Building Name: _____ Address: _____ Conditioned Floor Area: _____ ft²

Stretch code requirement for new construction please provide the projected HERS rating from the Accredited HERS Rater that you hire.

Compliance Approach (check all that apply): Prescriptive Trade-Off Performance Accredited HERS Rater

Compliance Software Used: _____ Above-Code Program: _____

Building Type: 1-and 2-Family, Detached: 1-and 2-Family Dwellings Modular Townhouse

Multifamily: Apartment Condominium

Foundation Type: Basement Slab Conditioned Crawl Space Floor Over Unconditioned Space

Project Type: New Building Existing Building Addition Existing Building Renovation

2015 IECC Section #	Pre-Inspection/Plan Review	Prescriptive Code Value	Plans Verified Value	Field Verified Value	Complies?	Comments/Assumptions
103.1, 103.2 [PR1] ¹	Construction drawings and documentation demonstrate energy code compliance for the building envelope.				<input type="checkbox"/> Complies <input type="checkbox"/> Does Not Comply <input type="checkbox"/> Not Observable <input type="checkbox"/> Not Applicable	
103.1, 103.2, 403.7 [PR3] ¹	Construction drawings and documentation demonstrate energy code compliance for lighting and mechanical systems. Systems serving multiple dwelling units must demonstrate compliance with the IECC Commercial Provisions.				<input type="checkbox"/> Complies <input type="checkbox"/> Does Not Comply <input type="checkbox"/> Not Observable <input type="checkbox"/> Not Applicable	
302.1, 403.6 [PR2] ²	Heating and cooling equipment is sized per ACCA Manual S based on loads calculated per ACCA Manual J or other methods approved by the code official.		Heating: Btu/hr_____	Heating: Btu/hr_____	<input type="checkbox"/> Complies <input type="checkbox"/> Does Not Comply <input type="checkbox"/> Not Observable <input type="checkbox"/> Not Applicable	

Additional Comments/Assumptions:

**NEW CONSTRUCTION FOR UNDEVELOPED LOT & ADDITIONS, ALTERATIONS, ACCESSORY
STRUCTURES (In addition to the above requirements)**

Construction Drawings Cover Sheet

- Address with Assessor Map and Parcel
- Date of latest revision
- Tabulated Square Foot Area all levels (and spaces if applicable)
- Design live load all spaces and levels
- Window, door, skylight and cladding schedule showing associated positive and negative design pressure and zone number including manufacturers specifications cut sheets on each type window, door, skylight and cladding being installed.
- Identify class of material Table §R401.4.1 and Table §R405.1 **Construction documents** ($\frac{1}{4}$ " scale minimum)
- Floor Plan (all levels)
- Building dimensions Space designation – (ie: living room, kitchen, bedroom, storage, etc.)
- Demonstrate light and ventilation compliance §R303.1
- Door and window location per schedule on cover sheet, identifying egress windows and safety glazing
- Shower/tub on exterior wall: The air barrier installed at exterior walls adjacent to showers and tubs shall separate them from the showers and tubs.
- Show attic access size and location
- Location and type of smoke detectors and carbon monoxide detectors. Emergency escape and rescue required. Basements, habitable attics and every sleeping room shall have at least one operable emergency escape and rescue opening.

**Plan Review CO / Smoke Detector for Alteration / Installation in One or Two Family Dwelling
(if applicable)**

Project Information :

- o Description of work.
- o Number of dwelling units.
- o In conjunction with building permit.
- o Structure contains fossil fuel burning equipment.
- o System type.

Description of Equipment to be Installed:

- o Name of system.
- o Smoke Detector model number.
- o Combination Detectors (Smoke and CO) model number.
- o Heat Detector model number.

Property Details:

o Number of Existing Floors in Structure.	o Additional Level Proposed.
o Number of Existing Bedrooms.	o Number of Existing Detectors.
o Number of New Bedrooms.	o Number of New Smoke Detectors.
o Number of New Combination Detectors (Smoke and CO).	o Number of New Heat Detectors.
o Number of New Carbon Monoxide Detectors.	

Installation Technician:

o Name of Licensed Technician.	o License #.
o License Expiration Date.	o Address.
o City.	o State.
o Zip.	o Technician Phone Number.

Electronic Set of plans for the installation of proposed location of detectors

§ AJ102.3 Smoke Heat Detection and Carbon Monoxide Alarm Systems and CO Detection and Alarm. When one or more sleeping rooms are added or created in existing dwellings, the entire existing building shall be provided with smoke detectors, heat detector and carbon detectors designed, located and installed in accordance with the provisions for new construction.

**Specifications on Each Type of Fire Alarm Detection Devices Being Proposed
Up-Loaded in Open-Gov Portal Under Attachments**

CHECKLIST FOR APPLICATION CHECKLIST

1. Owner's Authorization Form Completed
2. Signed contract between homeowner and the registered home improvement contractor subject to MGL c 142
3. In lieu of submitting a signed contract as the owner of record, the owner shall submit Signed Affidavit for Home Improvement Contractor Required Contract Terms
4. Electronic Set of plans for the building or structure or 3 sets of plans
5. Copies of Variances or Special Permits Granted by The Planning Board or Zoning Board of Appeals or any other Town Boards
6. Worker's Compensation Affidavit
7. Insurance Binder from Insurance Company made out to the Town
8. Homeowner License Exemption (If applicable)
9. Copy of Construction Supervisor License
10. Copy of Home Improvement Registration (If applicable)
11. Statement for disposal of debris (If applicable)

OWNER'S AUTHORIZATION FORM

OFFICE OF THE BUILDING DEPARTMENT

SECTION 1 - SITE INFORMATION	
1.1 Property Address: <hr/> <hr/> Zip Code _____	1.2 Assessors Map & Parcel Number: <hr/> <hr/> Map Number / Block Number / Lot/Parcel Number
SECTION 2 - PROPERTY OWNERSHIP	
2.1 Owner of Record: I _____; as Owner hereby declare that the statements and information on the foregoing Owner's Authorization Form are true and accurate, to the best of my knowledge and belief. Signed under the pains and penalties of perjury.	
Print Name	Street #, Street Name, Town /City, State, Zip (full address)
Signature of Owner	Date
2.2 Authorized Agent: Name: (Print) _____ Street #, Street Name, Town /City, State, Zip (full address) Signature: _____ Telephone: _____	
SECTION 3 - OWNER AUTHORIZATION TO BE COMPLETED WHEN OWNERS AGENT OR CONTRACTOR APPLIES FOR BUILDING PERMIT Homeowner authorizing an agent to obtain the building permit	
I _____; as Owner of the subject property hereby Authorize _____ to act on my behalf, in all matters relative to work authorized by this building permit application.	
Signature of Owner	Date
SECTION 4 - OWNER/AUTHORIZED AGENT DECLARATION Person obtaining the building permit	
I _____; as Owner/Authorized Agent hereby declare that the statements and information on the foregoing Owner's Authorization Form are true and accurate, to the best of my knowledge and belief. Signed under the pains and penalties of perjury.	
Print Name	
Signature of Owner/Agent	Date

SECTION R314 SMOKE ALARMS

R314.1 Smoke detection and notification. All smoke alarms shall be listed in accordance with UL 217 and installed in accordance with the provisions of this code and the household fire warning *equipment* provisions of NFPA 72.

R314.2 Smoke detection systems. Household fire alarm systems installed in accordance with NFPA 72 that include smoke alarms, or a combination of smoke detector and audible notification device installed as required by this section for smoke alarms, shall be permitted. The household fire alarm system shall provide the same level of smoke detection and alarm as required by this section for smoke alarms. Where a household fire warning system is installed using a combination of smoke detector and audible notification device(s), it shall become a permanent fixture of the occupancy and owned by the homeowner. The system shall be monitored by an *approved* supervising station and be maintained in accordance with NFPA 72.

Exception: Where smoke alarms are provided meeting the requirements of [Section R314.4.](#)

R314.3 Location. Smoke alarms shall be installed in the following locations:

1. In each sleeping room.
2. Outside each separate sleeping area in the immediate vicinity of the bedrooms.
3. On each additional *story* of the *dwelling*, including *basements* and habitable attics but not including crawl spaces and uninhabitable attics. In *dwellings* or *dwelling units* with split levels and without an intervening door between the adjacent levels, a smoke alarm installed on the upper level shall suffice for the adjacent lower level provided that the lower level is less than one full *story* below the upper level.

When more than one smoke alarm is required to be installed within an individual *dwelling* unit the alarm devices shall be interconnected in such a manner that the actuation of one alarm will activate all of the alarms in the individual unit.

R314.3.1 Alterations, repairs and additions. When *alterations*, *repairs* or *additions* requiring a *permit* occur, or when one or more sleeping rooms are added or created in existing *dwellings*, the individual *dwelling unit* shall be equipped with smoke alarms located as required for new *dwellings*.

R314.5 Heat Detector. A single heat detector listed for the ambient environment shall be installed in:

1. Any integral garage ("garage under") or attached garage to the main house (detached garages do not require a heat detector).
2. A new addition attached garage to an existing dwelling. If the existing house contains a fire detection system that is compatible with the garage heat detector, then the detector shall be interconnected to the existing system. Where the existing fire detection system is not compatible with the garage heat detector, the garage heat detector shall be connected to a sounder (occupant notification appliance) or compatible heat detector containing a sounding device, located in the dwelling and within 20 feet (6096 mm) of the nearest door to the garage from the dwelling. The required garage heat detector is neither required to incorporate audible alarm notification nor is any audible notification device required in the garage.

R314.5.1 Heat Detector Placement. For flat-finished ceilings, the single heat detector shall be placed on or near the center of the garage ceiling. For sloped ceilings having a rise to run of greater than one foot in eight feet (305 mm in 2438 mm), the single heat detector shall be placed in the approximate center of the vaulted ceiling but no closer than four inches (102 mm) to any wall.

R315.1 Governing Regulations. Carbon monoxide alarms (alarms) for new construction and existing dwellings shall be furnished, installed and maintained by the owner in accordance with this section, M.G.L. c. 148, § 26F½ , 527 CMR 31.00: *Carbon Monoxide Alarms*, 248 CMR, NFPA 720 and the manufacturer's instructions.

R315.2 Installation Locations. One alarm shall be installed on each story of a dwelling unit, including basements and cellars (but not including crawl

spaces and uninhabitable attics). When mounting a carbon monoxide alarm on a story with a bedroom, the alarm, shall be located outside of bedrooms but no further than 10 feet of any bedroom door. If a combination smoke/carbon monoxide alarm is used, its location must comply with this section.

R315.3 New Construction. Alarms shall either be an interconnected 120V or part of a low voltage combination system or wireless system. Alarms shall have secondary (standby) power from monitored batteries in accordance with NFPA 72. For fire alarm control units (panels) and wireless systems, the panel battery shall serve as the source of secondary power. Alarms shall be UL 2034 or UL 2075 listed, as applicable. Alarms may be interconnected with fire alarms providing they are compatible and the fire alarms take precedence.

R315.4 Existing Dwellings. For existing dwellings, carbon monoxide alarms shall be provided in accordance with Section 315 for new construction, as applicable, for the following circumstances:

1. When one or more bedrooms are added or created in a dwelling unit, the entire dwelling shall be provided with alarms.
2. When a dwelling unit undergoes complete reconstruction such that all walls and ceilings are open to framing the entire dwelling unit shall be provided with alarms.
3. In an existing two-family dwelling, when one or more bedrooms are added or created in both of the two dwelling units, the entire building shall be provided with alarms.
4. In a townhouse building when one or more bedrooms are added or created in a dwelling then that dwelling unit shall be provided with carbon monoxide alarms.
5. In a townhouse building when a dwelling unit undergoes complete reconstruction such that all walls and ceilings are open to framing, that dwelling unit shall be provided with carbon monoxide alarms.