



TOWN OF WESTWOOD

Commonwealth of Massachusetts
Town of Westwood
Building Department

Residential Project Checklist

Project Address: _____

- Insurance certificate
- HIC for existing 1 or 2 family residence
- CSL
- Plans of the proposed project. Depending on the work this may include architectural plans, exterior elevations, and structural plans. Stamped/engineered plans may be required.
- Certified Plot plan
- Homeowner form
- Preliminary HERS Rater report
- Homeowner's Affidavit- for Homeowners obtaining their own permit

Certificate of Occupancy at project completion will require a final as built plot plan and final HERS report be supplied prior to final building inspection for permit closeout.

Commercial Projects

All of the above except: HIC, Homeowner form & H.O. Affidavit

- Initial construction control documents
- Sprinkler plans
- Estimated Cost Affidavit

Certificate of Occupancy at project completion will require several pieces of documentation and possibly inspections above what are listed on the permit card. Individual projects will be made aware of these requirements at the start of the job.