



# TOWN OF WESTWOOD

Commonwealth of Massachusetts  
Town of Westwood  
Building Department

## Residential Project Checklist

Project Address: \_\_\_\_\_

- Building permit application- long form
- Insurance certificate
- HIC for 1 or 2 family residence
- CSL
- Completed Land Use checklist-with required Department sign offs
- 3 sets of stamped plans- 2 full size(max. 24" x 36") and 1- 11 X 17 set
- All 3 sets must be brought to the Fire Dept. Fire will keep one full size & the other 2 sets will be submitted with your permit application
- CD of plans
- Certified Plot plan
- Homeowner form
- Debris affidavit
- Preliminary HERS Rater report
- Homeowner's Affidavit- for Homeowners obtaining their own permit
- Dig Safe number if excavating
- Earth Material Movement Affidavit

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

## Commercial Projects

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

- Initial construction control documents
- Sprinkler plan
- Estimated Cost Affidavit
- CD of plans

Certificate of Occupancy at project completion will require that a Final As-built plot plan, Final Construction Control documents and Final Cost Affidavit are supplied report prior to final building inspection for permit closeout.