PROCEDURES FOR AN **ADDITION/REMODEL** BUILDING PERMIT  
For 1 & 2 family residences

The following items must be included when applying for a building permit in the Town of Plymouth:

1) An approved zoning permit – if applicable.
2) Conservation approval - if applicable.
3) Septic or Sewer approval.
4) House number displayed/visible from the street.
5) Smoke detector approval from the Fire Dept.
6) One of the following is required: A) The Mass WFCM with a set of framing plans B) Nat’l WFCM checklist; with a set of framing plans. C) An original stamped architectural/engineering plan.
7) A floor and elevation plan with exterior sizes shown on the plan.
8) A copy of the current Res. Check compliance print-out or a Home Energy Rating Certificate.
9) The manufacturers U-value & DP on all doors, windows, skylights.
10) The manufacturers air conditioning and furnace specs.
11) The fee for the permit. (will be determined when the complete application is submitted).

Only applications that include all the above information will be accepted.

**Reminder:** All contractors must have a State License, a Home Improvement Registration and the proper insurance (listing the Town as the certificate holder) filed with this office in order to apply for a building permit.