



ADDITION CHECKLIST

TOWN OF SEEKONK BUILDING DEPARTMENT

All applications must be complete including all of the below listed items before being submitted to the Building Department for review. Incomplete packages will not be accepted or held pending missing documentation and will be returned to the applicant.

- ✓ **FIRE DEPARTMENT** – Bring two sets of 11"x17" plans to the Fire Department for review PRIOR to applying for permit with Building Department. Once approved the Fire Department will contact you to pick up & return 1 copy to you that must be presented to the Building Department upon application for permit.
- ✓ **BOARD OF HEALTH** – Plan approval will be processed by the Building Department upon receipt of complete application package.
- ✓ **CONSERVATION** – If there are wetlands on or near your build site we recommend visiting the Conservation Agent for review so that any additional setbacks may be added as required on certified plot plan. Plan approval will be processed by the Building Department upon receipt of complete application package.
- ✓ **CERTIFIED PLOT PLAN** – Showing proposed addition & setbacks as per Town of Seekonk Zoning By-Law Section 5.1.4 and any required Conservation buffer zones. *(Only required when adding to the footprint of the existing dwelling or detached structures)*
- ✓ **ENERGY CODE** – HERS rating report – contact a HERS rater to review plans & provide copy of their report. To find a local HERS rater go to <https://hersindex.com>
- ✓ **STAMPED STRUCTURAL** – for Manufactured Lumber: i.e: LVL's or Steel beams
- ✓ **STAMPED TRUSS** – Master plan must be stamped
- ✓ **BUILDING DEPARTMENT** –
 - Building permit application
 - Workers Compensation Insurance Affidavit
 - Copy of contractor license
 - Certificate of Insurance
 - Homeowner Exemption Form *(if applicable)*
 - Debris Disposal Form
 - 1 set of Fire Department stamped plans
 - Dig Safe #
 - Earth Removal Special Permit – *(Separate online application required)*

Certified Plot Plan Example

