

Town of Machias

Building Code Enforcement

1 & 2 Family Dwellings

Building Permit Application Checklist

(Including Additions & Alterations)

- Completed Building Permit Application
- 2 Copies of plot plan/site plan:
 - Drawn to scale with dimensions and showing property lines, parking/driveway, setbacks, accessory buildings, utilities, easements, drainage, and north arrow
- Flood/wetland info if applicable
- 2 complete sets of plans (17" x 22" minimum); ¼" to 1' scale preferred.
 - Foundation plan – footing and foundation detail (footing dimensions, reinforcement, damp-proofing)
 - Floor plan – indicate use of all rooms and spaces
 - Building elevations – exterior materials, roof pitches, grading, chimney termination
 - Wall sections – beams, headers, blocking, ceiling height, insulation
 - Floor/roof framing – size, type, spans, spacing, truss specifications
 - Electrical – location of panel, smoke/co, lights, switches, outlets
 - Mechanical and plumbing – furnace and water heater location, HRV/EVR, washer/dryer, vents, drains
 - Window schedule – sizes, types, glazing, location, basement windows and window wells
 - Stairs cross section – show rise and run, head room, width, handrails, guardrails, landings
 - 2 copies of specifications – may be included on plans
 - 2 copies of Energy Code calculations i.e. (Res ✓)
 - All plans and specifications must be imprinted with seal and signature of an architect or professional engineer, registered and licensed in the State of New York. 1 set with original, other may be copies
 - Code compliance analysis from NYS licensed architect or professional engineer (including Energy Code)