



TOWN OF ACTON

472 Main Street
Acton, Massachusetts, 01720
Telephone (978) 264-9632
Fax (978) 264-9630

Building Department

BUILDING PERMITS FOR NEW COMMERCIAL BUILDINGS



Applications can be obtained from the Building Department. Please read and complete all applicable sections. Applicant and owner's signatures are required. Information required for review of a typical new commercial structure shall include but not be limited to the following:

If special permit or site plan special permit, written evidence of compliance with conditions including the recording from the Middlesex South District Registry of Deeds after the required appeal period.

Two sets of signed/sealed construction and site plans.

Building Code Summary which shall at least contain;

Type of Construction, Use Group (Single or Mixed), Single or Separated Uses, Construction Type, Height and Area Calculations, Listings for Fire Separation Walls, Occupant Load Plan, Special Use Groups, Structural Notes including: Structural Loads (Live, Dead, Wind, Snow, Drift, Seismic or Special Loads), Geotechnical report or soil evaluations (testing and borings) small buildings may be evaluated by a registered design professional in accordance with 1804.

Comcheck or Energy Audit complying with Chapter 13.

Fire protection systems narrative report complying with Chapter 9.

The Structural Engineer of Record shall provide a copy of his or her program of structural tests and inspections with the individuals approved agencies and firm intended to be retained for conducting such inspections.

Independent Structural Peer Review if Building is over 400,000 CUBIC FEET or Use Group A with occupancy of 300 or more (section 110.11)

Submit two sets of signed/sealed plans with the fire protection systems narrative report to the Acton Fire Department for review located at 258 Central Street (typical review time 5-10 days). The Fire Department will stamp both sets if in compliance. Submit the two sets of signed/sealed plans with Acton Fire Department approval stamp, completed application, required information and permit fee to the Acton Building Department.

Our policy is to do a comprehensive plan review during the application stage to attempt full compliance, which in turn saves the owner, contractor and our departments time and money. The more detailed information that is on the plans the easier it will be to help you comply with applicable regulations under our jurisdiction.

If all the information submitted is sufficient, the reviewing process usually takes 14 to 30 days, this time frame varies depending on season. (Spring and fall are our busy seasons and may take longer). Upon approval you will receive an approved set of plans and a building permit card that should be made visible from street. Inspection requests are required a minimum of 24 hrs prior to inspection. Most inspections can be done the day after the request. Information required for request must include street address, permit number and type of inspection. The approved plans are required on site for all inspections. If you have any questions or have a specific situation that is not typical you can contact the Building Department at 264-9632.