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

Building Department

BUILDING PERMITS FOR RESIDENTIAL SHEDS

ALL sheds must comply with flood plain regulations, zoning, wetland, and septic system setbacks. A Building Permit is only required to build or install a shed that exceeds 120 square ft. The following are requirements for a typical shed project, there could be other regulations which are not addressed or are specific to your project which might apply. The more information that is on the plans the easier it will be to help you comply with applicable regulations under our jurisdiction.

Applications can be obtained at the Building Department. Please read and complete all applicable sections. Information required for review must include:

*Completed application form, if contractor, they must sign as applicant with homeowner's signature and copy of licenses.

*Homeowners applying for a permit must complete an application and an affidavit exempting them from the home improvement contractor law. Owners pulling their own permit or dealing with unregistered contractors for applicable home improvement work do not have access to the arbitration program or guaranty fund under MGL c. 142A.

*Plot plan of property indicating proposed location of shed. Plot plan must be stamped by a registered land surveyor. A mortgage survey plan may be acceptable depending on proposed setback and is reviewed on a case by case basis.

*The building department may have a plot plan of your property on file. You can look in the street file (open to the public) if there is one, you can obtain a copy for 25 cents.

*Two sets of plans indicating material used in the construction, size of framing members and spans. If the shed is premanufactered, two brochures with this information should be submitted. The plan should make note how the shed would be secured and supported to the ground, This would vary depending on use, size, and spans of structural members.

If all the information submitted is sufficient, the reviewing process usually takes 7 to 14 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. Typical sheds require two inspections one at excavation prior to concrete and one at the finish to assure compliance with plans and to verify shed is secure to foundation. Inspection request 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.