

**Town of Weymouth**  
**Building Permit - Plot Plan Regulations**  
**Revised November 2020**

I. Procedure

The following procedure must be followed before a building permit can be issued by the Department of Municipal Licenses and Inspections.

- a. Applications for new building permits.
  - i. If your lot is on a private road it must be submitted to the Planning Board where a determination will be made as to whether the bond (if required) has been posted.
  - ii. All requirements below.
- b. Applications for new and major addition building permits.
  - i. Application must include the original drawing and two (2) prints of the plot plan prepared according to the instructions below per Sec. 113.6 of the State Code. The plot plan must be submitted to the Engineering Division of the DPW for approval of the utility connections. The Town Engineer will issue a grade slip with the new building address number assigned.
  - ii. Fire Department stamped plan showing approval of the fire alarm system.
  - iii. All requirements below.
- c. Applications for all building permits which include any new expansion of the existing building ground cover; any increase in the bulk of the existing building or any change in the existing land contours.
  - i. Conservation Commission stamped application showing non-applicability or copy of "Order of Conditions".
  - ii. All requirements below.
- d. All building permits.
  - i. Completed application form.
  - ii. Fee in accordance with current fee schedule.
  - iii. Design affidavit per Section 127.0 "Construction Control" of the State Building Code if applicable.
  - iv. Two (2) complete sets of construction plans showing compliance with all applicable Zoning, Building, Electrical, Plumbing and Gas Fitting regulations.
  - v. Receipt of recording for all Board of Appeals approvals and/or subdivisions at the Registry of Deeds if applicable.
  - vi. All water and sewer mitigation fees must be paid to the DPW Water & Sewer Division.
  - vii. Construction must not affect existing survey monuments. Monuments lost during construction must be replaced by Professional Land Surveyor and noted on the as-built.
  - viii. Street opening and/or curb cuts permits if required. NOTE: Applicant is responsible for obtaining all town or state street opening permits.
  - ix. Plans must show a minimum of two existing or set survey markers from which the lot lines can be reproduced from.

The above procedure is for information only and approval may not necessarily be limited to just the items listed above.

## II. Plot Plan Specifications

- a. The preferred size of the overall plan is 11" x 17". Exceptions to this size will be made only for those structures or developments that absolutely cannot fit on an 11" x 17" plan. The alternate plan sizes for such structures or developments is 18"x 24" or 24" x 36". Only these three (3) sizes are acceptable.
- b. The scale of the plan is preferably 1 inch = 20 feet, however any scale conducive to the sheet size used is acceptable but cannot exceed 1 inch = 40 feet.
- c. The plan must show:
  - i. The proposed building and any existing structures with dimensions and offsets from the property lines.
  - ii. A portion of the street or way with name and width labelled.
  - iii. All survey data, based on **Town of Weymouth Elevation Datum**, including contours, required to distinguish the lot and building, prepared and stamped by a MA Registered Land Surveyor or Professional Engineer. Show and/or note the project benchmark on the plan.
  - iv. The size and location of all existing and proposed underground utilities, including the service lines on the site and the mains the services will be tapped from; proposed sewer and drain lines must also show invert and rim elevations and slopes and, for runs of 100' or more, be shown in a profile view.
  - v. Name of the Surveyor/Engineer with contact information.
  - vi. Name of the owner and applicant of the proposed building. Include owners deed or certificate information as recorded with Norfolk County Registry of Deeds.
  - vii. Lot, block, and sheet from the Weymouth Assessors sheets.
  - viii. Zoning classification, and district line, line of Watershed and/or Groundwater Protection District, line of vegetated wetlands and limits of 100 foot buffer zone, and Board of Zoning Appeals Case No. and date, if applicable.
  - ix. Show all easements and right-of ways, and all paved areas including off-street parking, to conform to Chapter 120, Article XVII of the Weymouth Zoning Ordinance.
  - x. Reserve a clear space on the plan that is at least 3.5" x 3.5" for the DPW approval stamp.

## III. Certification Procedure

After the foundation of the proposed structure is in place, the following statement must be shown on a certified as-built plot plan:

I, \_\_\_\_\_, hereby certify that the structure shown on this plan is located on the ground as shown herein and that it conforms to the Town of Weymouth Zoning Ordinance and the State Building Code, Section 113.6, and is / is not in a floodplain zone.

This statement must be signed and the plan must be stamped by a MA Registered Land Surveyor. Two (2) copies of the plan must be given to the Building Department before an occupancy permit can be issued.

- a. This certification must show on the original plan only after the foundation has in fact been placed.
- b. Elevations must comply with the plan approved by the DPW (again, on **Town of Weymouth Elevation Datum**).
- c. All as-built locations, including rim and invert grades for water, sewer and drain utilities on site must be shown on the certified plan.
- d. PLS registration stamp, signature and date must be included at the time of certification.
- e. Plans must show a minimum of two existing or set survey markers from which the lot lines can be reproduced from.
- f. If the parcel of land has had either a use variance, dimensional variance and/or a special permit granted by the Board of Appeals you must also include the case number.

#### IV. State Building Code

For your convenience the sections of the State Code which apply are quoted.

Sec. 113.6 – Site Plan: There shall also be filed prior to a permit being granted for the excavation or for the erection of any building or structure a site plan showing to scale the size and location of all new construction and all existing structures on the site, distances from lot lines, the established street grades if they exist (verified by the town or city) and proposed finished grades. In the case of demolition, the site plan shall show all construction to be demolished and the location and size of all existing structures and construction that are to remain on the site or plot. The site plan shall not be changed except as specified in Sections 113.8 and 115.3.

115.3 – Change in site plan: A lot or site shall not be changed, increased or diminished in area from that shown on the official site plan, as specified in Section 113.6, unless a revised plan showing such changes accompanied by the necessary affidavit of owner or applicant shall have been filed and approved.

Exception: A revised site plan will not be required if the change is caused by reason of an official street opening, street widening or other public movement.