

Project Evaluation for Building Permit Additions, Alterations, Renovations, Tents, or Pool

Date _____

Fee _____
Payable to "Town of Holliston"Project Address _____
Verification of taxes/bills paid: _____ Date: _____Contractor's Name _____
Print or type Telephone _____Contractor's Address _____ email: _____
Street town state zipOwner's Name _____ email: _____
Print or type

Owner's Signature _____ Telephone _____

Project Description: _____
Use consistent wording on sketches

What is the area (or dimensions) of project? _____

Is there a change in the building footprint? ____ No ____ Yes, list dimensions _____

Room Count:Existing number of rooms? _____ Do not count bathrooms, closets, hallways, unfinished cellars,
and unheated storage areas over garages. (see back of form)

Existing number of bedrooms? _____

Number of rooms to be added? _____ Number of bedrooms to be added? _____

Interior sketches: If any new rooms are created, *provide sketches* of the *existing* and the *proposed*
floor plans, showing all rooms and clearly representing the proposed project.**Exterior sketch:** If any exterior change

A neatly drawn, to scale, plot plan must be submitted with this form showing:

____ Property Lines

____ Existing structure(s) footprint – Labeled

____ Location of septic tank, leaching area or cesspool, and subsurface expansion area – Labeled

Types of foundations of addition (circle): Full Basement Slab Posts or columns Crawl space

____ Proposed structure(s) or pool footprint – Labeling foundation types of addition

____ Setbacks (*in feet*) of addition or pool: to septic tank, and to leaching area or cesspool

*****For office use below*****

BOH Action: Approval ____ Disapproval ____ BOH Agent ____ Date ____

Reason for disapproval or other comments or conditions: _____

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What counts as a bedroom? *How many bedrooms does this single family dwelling have?*

Living rooms, dining rooms, kitchens, halls, bathrooms, unfinished cellars and unheated storage areas over garages are not considered bedrooms. All other rooms are.

Count the total number of rooms: Don't count bathrooms, hallways, unfinished cellars and unheated storage areas.

*If the TOTAL number of rooms is **less than 8**, then a bedroom is a room which:*

- has floor space of no less than 70 square feet
- provides privacy for sleeping
- ceiling height at least 7'0"
- electrical service
- ventilation
- at least one window

*If the TOTAL number of rooms is **8 or more**:*

then the number of "bedrooms" is the total number of rooms divided by two (2).

If the division results in a fraction, then round *down* to the next whole number.

Deed Restriction: A deed restriction can be used so that a building permit may be issued for homes that exceed the approved septic design flow based on the total room count.

What if a bedroom is added?

The septic system must handle the increased flow of an additional bedroom. If the addition or renovation increases the total number of rooms in the house or the number of bedrooms the septic system capacity must be evaluated. The capacity of the septic system may be obtained from existing records.

What if only the building footprint is changed?

It must be determined that the location of the addition to the footprint will not interfere with, or be too close to the septic system. This fact can be established either from:

1. Showing an accurate location from existing records or
2. Determining that the system is on the opposite side of the building

If neither can be done, the system must be inspected, by an approved inspector, to the extent that the actual location of the components of the system can be determined accurately.

A full inspection is not required unless a bedroom is added.