



City of Woburn Massachusetts

DEPARTMENT OF INSPECTION SERVICES

781-897 5840

Minimum Plan Standards for Residential Construction One and Two Family

1. GRAPHIC REPRESENTATION

Plans submitted must include the following:

- All plans drawn to an established and identifiable scale.
- Drawings appropriately dimensioned
- Drawings annotated as required
- Proper line weights incorporated and legible copies
- Appropriate title blocks, scale indications, legends, etc.
- Drawings assembled in a logical order.
- Maximum Size of Plans 11x17 single side (Two Sets) or One Set Paper and other electronically(PDF not CAD)

2. SITE PLAN (CERTIFIED PLOT PLAN) Stamp from PLS or P.E. as required

The site plan must contain the following:

- Property lines and dimensions, street location and name, north arrow
- Setbacks and easements
- Footprint of house and accessory buildings
- Location of walks, driveways, steps, decks, terraces, retaining walls and any other hardscape items
- Utility connections, sewer lines, size of services
- Significant land forms, i.e. ledge, rock outcroppings etc
- Existing and Proposed contours
- Maximum size of plans 11x 17 proposed and as-built
- Flood Plain (FEMA & Local)
- Wetlands

3. FLOOR PLANS

The floor plans must contain the following:

- Full dimensions as required for layout and construction.
- Room labels
- Attached structures (garages, carports, porches, decks, balconies, etc)
- Location and type of fireplaces (masonry, zero-clearance etc.)
- Location of all Plumbing fixtures
- Location of all cabinets, counter tops, and other built in furnishings
- Location of all stairs, hidden ladders, etc. used for access to other levels
- General notes as required to adequately describe the conditions shown
- Smoke , Heat and Carbon monoxide detector locations

4. EXTERIOR ELEVATIONS

The exterior elevations must show the following:

- Complete elevations representing all sides of the building
- Grade lines and finish floor lines
- Door and window locations
- Finish and trim materials with adequate notations
- Roof pitches, crickets, saddles, overhangs, eaves, rakes, etc. and roofing materials
- Foundation and roof vents were visible

5. CROSS SECTIONS AND DETAILS

The cross sections and details must show the following:

- All foundation conditions with adequate dimensions
- All floor framing connections to foundations and walls
- All ceiling and roof framing connections to walls and beams
- Any critical or unusual connections or combinations of materials
- Stair construction, including (if applicable) landings, headroom, tread and riser dimensions, handrails, etc.
- Masonry fireplaces, including dimensions, footings, damper, flue chimney and hearth construction

6. FOUNDATION PLANS

The foundation plan must show the following:

- Location and size of footings stem walls, piers, grade beams, etc. including footings and piers for independent structures such as carports or decks.
- Location and size of anchor bolts and hold or tie downs (graphically shown or noted)
- Location, thickness and reinforcing of concrete slabs
- Location and size of foundation vents, access holes, doors etc.
- Location, size and reinforcement for poured concrete or block foundation walls
- Location of variances in elevation of floor slabs

7. FRAMING PLANS

Framing plans may be separate or information may be shown on other plans. The following information must be shown.

- Size, direction and spacing of floor joists
- Size, direction and spacing of ceiling joists
- Size direction and spacing of rafters and trusses
- Size direction and location of all beams, girders and headers, LVLs, TJIs, Microlams, Paralams etc. including support posts and engineering if required
- Location of hips, valleys, ridges, cants, crickets, scuppers, roof drains, etc

8. SPECIFICATIONS

Drawings must contain, as part of the general notes or in separate format, appropriate specifications to describe the materials and or workmanship required. Specifications must include the following.

- Description of exterior wall construction
- Reference to applicable codes
- Requirements for concrete strength
- Requirements for grade and type of lumber, including laminated beams and sheathing
- Finish materials for typical interior surfaces
- Compliance with Stretch Energy Code
- Window schedule, to include clear opening dimensions

