

Basement Checklist for Building Permit

Y/N/NA	Item Required for Permit Submission	Description
	Mass Workmans Comp Affidavit	Filled out by permit applicant (even if you're the Homeowner)
	Certificate of Insurance	For Contractor applicant ONLY
	CSL License	For Contractor applicant ONLY
	HIC License	For Contractor applicant ONLY
	Building Plans	For new areas showing extent of construction as well as windows, doors, and egress- size of basement and all openings should be noted on the drawing. Details of insulation, framing etc should also be included
	Energy Code Compliance	Rescheck Required for finished habitable space
	Sewer /septic	Upload a copy of your septic permit if on private system
	Original House Plans	Upload a copy of your layout of your existing house now
	Deed Restriction (as applicable)	Per Board of Health Regulations, the TOTAL room count is only allowed to be (2 x the Septic capacity) +1 room Example- 9 rooms in a house would be the maximum allowed for a 4 bedroom septic. Therefore if your existing house layout PLUS the new basement areas exceeds this formula, either a new septic system or the Groton Board of Health would need to be asked to approve a deed restriction. The sample form is available from the BOH and is a legal document so an attorney should be consulted.
	Ejector Pump (septic only)	<p>IF you are adding a bathroom in the basement and need an ejector pump to remove waste, the BOH requires submission of the ejector pump.</p> <p>Pumping of sewage to a septic tank may be approved by the Approving Authority for a single family dwelling provided that the volume of sewage pumped is less than 25% of the design flow of the system, the pump discharge pipe is connected to the building sewer and:</p> <p>(a) where a sewage ejector pump (non-grinder pump) is used, the discharge flow rate shall be fewer than 60 gallons per minute at the design total dynamic head (TDH) and capable of passing a two-inch diameter solid, and the septic tank shall have a minimum effective volume of 1,500 gallons; or</p> <p>(b) where a grinder pump is used, the discharge flow rate shall comply with the discharge capacity specified in the State Plumbing Code for sump and ejector pumps in sanitary drainage systems, and the septic tank shall either be a multi-compartment tank or two tanks in series.</p>