

**\*\*\*NEW – EFFECTIVE 10/29/2012\*\*\***

## **Amherst Digital Plan Submission Guidelines for Building Permit Applications**

- When plans are required – one hard copy and one digital version in PDF format must be submitted. Both the hard copy and PDF shall include an original or electronic stamp of the professional designer. In addition, all site related plans (certified plot plans, septic designs, site layout, as-built plans, etc.) shall be submitted in DWG or DXF format, compatible with AutoCAD 2013 or earlier. In cases where the plan was not originally produced using a CADD or other electronic drawing program, a plan scanned at not less than 200 dpi shall be submitted in PDF format.
- Drawing layers shall be documented in an accompanying file listing layer names with a description of each layer. Preferred format for this file is MS Excel (xls) format, csv or txt file with one column for the layer name & one column for the layer description.
- Plans depicting geographic features (i.e. subdivision, site or utility system plans) shall use the Massachusetts State Plane Coordinate system, NAD83, units in Feet. It is preferable to include any known coordinates of ties, property boundaries or other features, but that is not required.
- Plans shall be submitted at time of application by thumb drive, CD or email to [inspections@amherstma.gov](mailto:inspections@amherstma.gov) Include type of permit (Gas, Plumbing, Electrical, or Building) and the project/site address in subject line of your email. (Example: *Building Permit Plans – 4 Boltwood Avenue*)

### **COMPLETE APPLICATIONS MUST INCLUDE THE FOLLOWING INFORMATION:**

***NOTE: INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED***

- APPLICATION MUST BE COMPLETELY FILLED OUT & LEGIBLE IN INK OR TYPED
- ADDRESS & ASSESSOR'S MAP AND PARCEL NUMBERS MUST BE PROVIDED
- DESCRIPTION OF WORK BEING PERFORMED MUST BE COMPLETE & ACCURATE
- COMPLETE PROJECT VALUE (Excluding tents)
- CORRECT CURRENT OWNER OF PROPERTY (Provide copy of deed if new construction or newly purchased home)
- ORIGINAL SIGNATURE OF OWNER (Faxed signatures and contracts not accepted)
- CURRENT CONSTRUCTION SUPERVISOR LICENSE (CSL) (When applicable)
- CURRENT HOME IMPROVEMENT CONTRACTOR REGISTRATION (HIC)
- ORIGINAL SIGNATURE(S) OF CONTRACTOR(S) OR AUTHORIZED SIGNATORIES
- WORKER'S COMPENSATION AFFIDAVIT WITH CURRENT WORKMAN'S COMP CERTIFICATE ATTACHED. (ORIGINAL SIGNATURE REQUIRED – FAXES AND SCANNED COPIES ARE NOT ACCEPTABLE.)
- CERTIFICATE OF LIABILITY & WORKER'S COMPENSATION INSURANCE SHOWING CURRENT POLICY AND EXPIRATION DATES FOR ALL ELECTRIC, GAS AND PLUMBING PERMITS
- FULL & CORRECT PERMIT FEE
- EMAIL ADDRESSES FOR CONTRACTOR AND PROPERTY OWNER
- CERTIFIED PLOT PLANS SHALL INCLUDE ALL INFORMATION INDICATED ON THE "AMHERST PLOT PLAN CHECKLIST"
- OTHER REQUIRED DOCUMENTS (Depending on Project) – PLANS (See text box above.), SPECIFICATIONS, TENT CERTIFICATES, DESIGNER AFFIDAVITS, ENERGY COMPLIANCE REPORT, ETC.

***PLEASE FEEL FREE TO CONTACT A BUILDING INSPECTOR OR VISIT US AT ANY TIME DURING DAILY OFFICE HOURS IF YOU HAVE ANY QUESTIONS OR NEED ASSISTANCE***

**INFORMATION IS AVAILABLE ONLINE AT [www.amherstma.gov](http://www.amherstma.gov)  
OR CONTACT INSPECTION SERVICES STAFF (413) 259-3030**

