



# TOWN of BROOKLINE

Massachusetts

## BUILDING DEPARTMENT

**Daniel F. Bennett**  
Building Commissioner

### New Construction Checklist

#### One & Two-Family Dwellings only

If required by the building official, this form shall be submitted at the completion of the work, prior to the issuance of a certificate of occupancy or completion, by the licensed construction supervisor, registered professional or homeowner (responsible party), as applicable, the municipal and/or state building official in verification that, to the best of his/her knowledge, the work has been executed in accordance with the provisions of the applicable state building code (code) and reference standards. The date shall indicate the date on which the responsible party viewed the building activity to ensure compliance with the code and/or reference standards. This date may or may not correspond to the date on which the activity was inspected for compliance the municipal and/or state building official.

Activity	Date	Note any deficiencies that were discovered (if any) and corrective action taken to ensure compliance with the code and/or reference standards.
<b>Foundation</b>		
a. Location/excavation <sup>1</sup>		
b. Preparation of bearing soil		
c. Placement of forms/reinforcing		
d. Placement of concrete		
e. Setting weather protection methods		
f. Installation of water/dampproofing		
g. Placement of backfill		
<b>Structural Frame<sup>2</sup></b>		
a. Floor		
b. Walls		
c. Roof/ceilings		
d. Masonry or other structural system		
<b>Energy Conservation</b>		
a. Insulation/vapor and air infiltration barriers		
b. NFRC rated windows		
c. HVAC equipment with proper efficiencies		
<b>Fire Protection</b>		
a. Smoke		
b. Heat		
c. Carbon Monoxide		
d. Other		
<b>Special Construction</b>		
a. Chimneys		
b. Retaining Walls		
c. Other <sup>3</sup>		

1. If encountered in excavating for foundation placement, the responsible party shall report the presence of groundwater to the building official and shall submit a report detailing methods of remediation.
2. Frame shall include the installation of all joists, trusses and other structural members and sheathing materials to verify size, species and grade, spacing and attachment methods. The responsible party shall ensure that any cutting or notching of structural members is performed in accordance with requirements of the code.
3. The building official may require the responsible party to be present on site at other points during the construction, reconstruction, alteration, removal or demolition work as he/she deems appropriate.

NOTES							
In signing this form, the licensed construction supervisor, registered professional or homeowner (responsible party), as applicable attests to the fact that, to the best of his/her knowledge, the work as described on the referenced permit number and associated plans and specifications has been executed in accordance with the provisions of the applicable state building code (code) and reference standards.							
Name of Responsible Party				Signature of Responsible Party			
Construction Supervisor License		Home Improvement Contractor Registration		Registered Professional Engineer		Registered Architect	
Number	Expiration Date	Number	Expiration Date	Number	Expiration Date	Number	Expiration Date
This form is submitted for the following project.							
Permit Number	Property Number						