



# TOWN OF WAYLAND

## Board of Health

41 COCHITUATE ROAD

WAYLAND, MASSACHUSETTS 01778

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### **HOMEOWNER'S GUIDE FOR BUILDING APPROVALS OF ADDITIONS/RENOVATIONS OR NEW CONSTRUCTION**

**This handout outlines the steps for you to follow and explains what you need to know before you submit your application to the Health Department. Once you have reviewed this guide please also review our handout, "Requirements for Obtaining a Building Permit". A Board of Health review of building permits is required to determine if a proposed addition will have an impact on the existing septic system.**

- **First check with the Building Department and Conservation, your property may require additional approvals from these departments.**

**Your building project may involve 3 scenarios. Which scenario are you?**

- **Scenario 1. You want to add a bedroom to your house**

**Review our, "Guide for construction work on a septic system"**

- **Scenario 2. You want to construct an addition or do a renovation but you are not adding bedrooms (go to A)**

➤ **Scenario 3. You want to add a deck or unfinished unheated porch.**

**Go to B**

**A. How much square footage of living space are you adding?** The Wayland Board of Health Regulations consider the addition of living space in excess of 60% of the square footage of the existing living space as an increase in actual or design flow. Only finished, heated living space is considered in the calculation.

1. **If you are adding 60% or more** you may need to upgrade your septic system to today's standards of Title 5 Regulations and Town Board of Health Septic System Regulations (unless you recently upgraded your septic system). You should make an appointment with the inspector or Director if you are adding 60% or more and you have questions.

**Are you located in a Zone II?** Nitrogen Sensitive areas (Zone II's) are protective areas/zones where the town wells draw groundwater under extreme pumping conditions (when there are low levels in the aquifer). Due to the environmentally sensitive nature of these protective zones, nitrogen, a by-product of sewage, is highly regulated. The Board of Health has a policy that includes thresholds on allowable square footage of heated finished living space. You or your contractor will need to look at the Zone II map of the Town to determine if your property is located within this jurisdictional area. If your property is located in a Zone II please review our policy and then go to B.

2. **If you are not adding 60% or more then go to B.**

**B. The footprint of your house is changing or you are adding a deck or porch (there are new areas of your foundation or new areas of footings). If not then go to C.**

- a. You will need to check your property file to see where your septic system is located to ensure you are not encroaching into the septic system. You will need to create a plot plan that shows your new addition or deck/porch and shows the area that you are adding on (new footprint with dimensions), the location of your septic system (including the reserve area if you have one) and the distances to the septic system components and leaching area. If you don't have a plot plan of your property you should check your property file or check the Building Department. Please be sure that your engineer or surveyor has the information from your property file regarding the location of your existing septic system. Or if you are simply adding a deck or porch there should be information in your property file that shows where your septic system is located. Setbacks and offsets are included in our "Requirements for Obtaining A Building Permit" handout. Go to step D.

**C. The footprint of your house is not changing (there are no new areas of your foundation). Go to step D.**

**D. Complete our Application for Board of Health Approval to obtain a Building Permit.**

- a. If there are changes in the footprint submit the request with the plot plan showing the existing and proposed structure with changes, setback dimensions, property lines, septic system (tanks, dboxes, leaching areas) and expansion area location.
- b. Include a floor plan of existing and proposed heated space. If you have a large addition that is close to 60% then you will need to include a detailed calculation on the existing heated finished space and the proposed heated finished space. Existing and proposed areas should be clearly marked with dimensions and square footages.
- c. The floor plan should show all rooms (existing and proposed) with labels for room designations (kitchen, bedroom, bathroom, living room, etc.)
- d. If there is a change in use for the building, include existing water usage and proposed water usage (septic system flow).

*The Board of Health staff is available to assist you if questions or concerns arise during this process. If you require assistance we encourage you to call and set up an appointment so we can dedicate adequate time to discuss your project. To schedule an appointment our office number is: (508)-358-3617.*