



Mayor Michelle Wu

FAST TRACK CHECKLIST

1. Submit electronic plans and specifications, including, if relevant, layout of sprinkler heads and compliance with other fire prevention requirements. (Key plan, floor and exits from space.)
2. A letter from the building owner(s) or authorized agent indicating approval of the plans as submitted.
3. A signed affidavit from the approved independent architect or engineer who is required to visit the work site periodically to ensure that construction is consistent with the permit as issued and all applicable laws and requirements.
4. Flood Certificate (If below flood plain elevation)
5. All affidavits signed by those professionals associated with the proposed project:
 - Inspection Affidavit (Architect)
 - Design Affidavit (Architect/Engineer)
 - Design Affidavit (Consulting Engineer)
 - Design Affidavit (Owner)
 - Design Affidavit (Tenant)
 - Design Affidavit (Builder)
 - Final Inspection Affidavit (Architect)
 - Mechanical Engineer Affidavit (HVAC)
 - Electrical Engineer Affidavit
 - Structural Engineer Affidavit **(If Required/No major structural work allowed)**
 - Fire Protection Affidavit
 - Fire Alarm/Sprinkler Narrative Report
 - Hydraulic Calculations or Engineer's explanation of why it is not required
 - NFPA 241 Report
 - The name, address, phone number of the builder in charge of worksite
 - Construction License
 - Workers' Compensation Affidavit
 - Certification of Liability Insurance
 - Mattock-Higgins Affidavit
 - Experience Rating
 - Construction Cost Estimate with breakdown
 - IECC/MA Stretch Energy Code Compliance Report: COMM Check
 - Floor/Slab Fill Acceptable