The Commonwealth of Massachusetts Board of Building Regulations and Standards Massachusetts State Building Code, 780 CMR

Building Permit Application To Construct, Repair, Renovate Or Demolish a *One- or Two-Family Dwelling*

FOR MUNICIPALITY USE
Revised Mar 2014

This Section For Official Use Only

Building Permit Number: _____ Date Applied: _____

Building Official (Print Name) Signature Date

SECTION 1: SITE INFORMATION

1.1 Property Address:

_____

1.1a Is this an accepted street? yes _____ no_____

1.2 Assessors Map & Parcel Numbers

Map Number _____ Parcel Number _____

1.3 Zoning Information:

Zoning District _____ Proposed Use _____

1.4 Property Dimensions:

Lot Area (sq ft) _____ Frontage (ft) _____

1.5 Building Setbacks (ft)

Front Yard		Side Yards		Rear Yard	
Required	Provided	Required	Provided	Required	Provided

1.6 Water Supply: (M.G.L c. 40, §54)
Public ┼ Private ┼

1.7 Flood Zone Information:
Zone: ____ Outside Flood Zone?
Check if yes┼

1.8 Sewage Disposal System:
Municipal ┼ On site disposal system ┼

SECTION 2: PROPERTY OWNERSHIP[1]

2.1 Owner[1] of Record:

Name (Print) _____ City, State, ZIP _____

No. and Street _____ Telephone _____ Email Address _____

SECTION 3: DESCRIPTION OF PROPOSED WORK[2] (check all that apply)

New Construction ┼	Existing Building ┼	Owner-Occupied ┼	Repairs(s) ┼	Alteration(s) ┼	Addition ┼
Demolition ┼	Accessory Bldg. ┼	Number of Units_____	Other ┼ Specify:_____		

Brief Description of Proposed Work[2]:_____

_____

_____

SECTION 4: ESTIMATED CONSTRUCTION COSTS

Item	Estimated Costs: (Labor and Materials)
1. Building	$
2. Electrical	$
3. Plumbing	$
4. Mechanical (HVAC)	$
5. Mechanical (Fire Suppression)	$
6. **Total Project Cost**:	$

Official Use Only

1. Building Permit Fee: $_____Indicate how fee is determined:
┼ Standard City/Town Application Fee
┼ Total Project Cost[3] (Item 6) x multiplier x
2. Other Fees: $_
List:_____

Total All Fees: $_____
Check No. Check Amount: Cash Amount:
┼ Paid in Full ┼ Outstanding Balance Due:_____

SECTION 5: CONSTRUCTION SERVICES

5.1 Construction Supervisor License (CSL)

Name of CSL Holder

No. and Street

City/Town, State, ZIP

Telephone Email address

License Number Expiration Date

List CSL Type (see below) _____

Type	Description
U	Unrestricted (Buildings up to 35,000 cu. ft.)
R	Restricted 1&2 Family Dwelling
M	Masonry
RC	Roofing Covering
WS	Window and Siding
SF	Solid Fuel Burning Appliances
I	Insulation
D	Demolition

5.2 Registered Home Improvement Contractor (HIC)

HIC Company Name or HIC Registrant Name

No. and Street

City/Town, State, ZIP Telephone

HIC Registration Number Expiration Date

Email address

SECTION 6: WORKERS' COMPENSATION INSURANCE AFFIDAVIT (M.G.L. c. 152. § 25C(6))

Workers Compensation Insurance affidavit must be completed and submitted with this application. Failure to provide this affidavit will result in the denial of the Issuance of the building permit.

Signed Affidavit Attached? Yes ……. ☐ No …….. ☐

SECTION 7a: OWNER AUTHORIZATION TO BE COMPLETED WHEN OWNER'S AGENT OR CONTRACTOR APPLIES FOR BUILDING PERMIT

I, as Owner of the subject property, hereby authorize_____
to act on my behalf, in all matters relative to work authorized by this building permit application.

Print Owner's Name (Electronic Signature) Date

SECTION 7b: OWNER[1] OR AUTHORIZED AGENT DECLARATION

By entering my name below, I hereby attest under the pains and penalties of perjury that all of the information contained in this application is true and accurate to the best of my knowledge and understanding.

Print Owner's or Authorized Agent's Name (Electronic Signature) Date

NOTES:

1. An Owner who obtains a building permit to do his/her own work, or an owner who hires an unregistered contractor (not registered in the Home Improvement Contractor (HIC) Program), will ***not*** have access to the arbitration program or guaranty fund under M.G.L. c. 142A. Other important information on the HIC Program can be found at www.mass.gov/oca Information on the Construction Supervisor License can be found at www.mass.gov/dps

2. When substantial work is planned, provide the information below:

Total floor area (sq. ft.) _____ (including garage, finished basement/attics, decks or porch)
Gross living area (sq. ft.) _____ Habitable room count _____
Number of fireplaces _____ Number of bedrooms _____
Number of bathrooms _____ Number of half/baths _____
Type of heating system _____ Number of decks/ porches _____
Type of cooling system _____ Enclosed _____Open _____

3. "Total Project Square Footage" may be substituted for "Total Project Cost"

DEBRIS DISPOSAL CERTIFICATE

RESTRICTIONS ON THE ISSUANCE OF BUILDING PERMITS
MGL c. 40, S 54, Added by c. 584, S 9 of the Acts of 1987

Every city or town shall require, as a condition of the issuing of a building permit or license for the demolition, renovation, rehabilitation, or other alteration of a building or structure, that the debris resulting from such demolition, renovation, rehabilitation, or alteration be disposed of in a properly licensed waste disposal facility as defined by section one hundred and fifty A of chapter one hundred and eleven. Any such permit or license shall indicate the location of the facility at which the debris is to be disposed. If for any reason the debris will not be disposed of as indicated the permitee or licensee shall notify the issuing authority as to the location where the debris will be disposed. The licensing authority shall amend the permit or license to so indicate.

Note: THIS REQUIREMENT DOES NOT APPLY TO NEW CONSTRUCTION

AFFIDAVIT

In accordance with the provisions of MGL c 40, S 54, a condition of Building Permit Number _____ is that the debris resulting from this work shall be disposed of in a properly licensed solid waste disposal facility as defined by MGL c 111, S 150A.

_____
PROPERTY ADDRESS

The debris will be disposed of in: _____
LOCATION OF FACILITY

_____
Signature of Applicant Date

In case of municipal, commercial, industrial, multi-unit housing construction, the contractor may not know the dumpster subcontractor at the time of building permit application. In such cases, the attached AFFIDAVIT can be used.

AFFIDAVIT

As a result of the provisions of MGL c 40, S 54, I acknowledge that as a condition of Building Permit number _____ all debris resulting from the construction activity governed by this Building Permit shall be disposed of in a properly licensed solid waste disposal facility, as defined by MGL c 111, S 150A.

I certify that I will notify the Building Official by _____ (two months maximum) of the location of the solid waste disposal facility where the debris resulting from the said construction activity shall be disposed of, and I shall submit the appropriate form for attachment to the Building Permit.

_____
PROPERTY ADDRESS

_____ _____
Date Signature of Permit Applicant

_____
Name of Permit Applicant

_____
Firm Name, if any

_____
Address

The Commonwealth of Massachusetts
Department of Industrial Accidents
1 Congress Street, Suite 100
Boston, MA 02114-2017
www.mass.gov/dia

Workers' Compensation Insurance Affidavit: Builders/Contractors/Electricians/Plumbers.

TO BE FILED WITH THE PERMITTING AUTHORITY.

Applicant Information **Please Print Legibly**

Name (Business/Organization/Individual):_____

Address:_____

City/State/Zip:_____ Phone #:_____

Are you an employer? Check the appropriate box:

1. ☐ I am a employer with _____employees (full and/or part-time).*
2. ☐ I am a sole proprietor or partnership and have no employees working for me in any capacity. [No workers' comp. insurance required.]
3. ☐ I am a homeowner doing all work myself. [No workers' comp. insurance required.] †
4. ☐ I am a homeowner and will be hiring contractors to conduct all work on my property. I will ensure that all contractors either have workers' compensation insurance or are sole proprietors with no employees.
5. ☐ I am a general contractor and I have hired the sub-contractors listed on the attached sheet. These sub-contractors have employees and have workers' comp. insurance.‡
6. ☐ We are a corporation and its officers have exercised their right of exemption per MGL c. 152, §1(4), and we have no employees. [No workers' comp. insurance required.]

Type of project (required):

7. ☐ New construction
8. ☐ Remodeling
9. ☐ Demolition
10 ☐ Building addition
11. ☐ Electrical repairs or additions
12. ☐ Plumbing repairs or additions
13. ☐ Roof repairs
14. ☐ Other_____

*Any applicant that checks box #1 must also fill out the section below showing their workers' compensation policy information.
† Homeowners who submit this affidavit indicating they are doing all work and then hire outside contractors must submit a new affidavit indicating such.
‡Contractors that check this box must attached an additional sheet showing the name of the sub-contractors and state whether or not those entities have employees. If the sub-contractors have employees, they must provide their workers' comp. policy number.

I am an employer that is providing workers' compensation insurance for my employees. Below is the policy and job site information.

Insurance Company Name:_____

Policy # or Self-ins. Lic. #:_____ Expiration Date:_____

Job Site Address:_____ City/State/Zip:_____

Attach a copy of the workers' compensation policy declaration page (showing the policy number and expiration date).

Failure to secure coverage as required under MGL c. 152, §25A is a criminal violation punishable by a fine up to $1,500.00 and/or one-year imprisonment, as well as civil penalties in the form of a STOP WORK ORDER and a fine of up to $250.00 a day against the violator. A copy of this statement may be forwarded to the Office of Investigations of the DIA for insurance coverage verification.

I do hereby certify under the pains and penalties of perjury that the information provided above is true and correct.

Signature:_____ Date:_____

Phone #:_____

Official use only. Do not write in this area, to be completed by city or town official.

City or Town: _____ **Permit/License #**_____

Issuing Authority (circle one):
1. Board of Health 2. Building Department 3. City/Town Clerk 4. Electrical Inspector 5. Plumbing Inspector
6. Other _____

Contact Person:_____ **Phone #:**_____

RESET FORM

HOMEOWNER LICENSE EXEMPTION

Homeowner: _____

Address: _____ Phone:_____

Email Address:_____

Massachusetts Amendments to the International Building Code Eighth Edition 110. R5.1.3.1 (formally 780 CMR 108.3.5)

110. R5.1.3.1. Individuals supervising persons engaged in construction, reconstruction, alteration, repair, removal or demolition involving any activity regulated by any provision of 780 CMR, shall be licensed in accordance with 780 CMR 110.R5. Individuals engaged in the supervision of the field erection of manufactured buildings in accordance with 780 CMR 110.R3, shall be licensed as construction supervisors.

Exception. Any homeowner performing work for which a building permit is required shall be exempt from the licensing provisions of
780 CMR 110.R5, provided that if a homeowner engages a person(s) for hire to do such work, then such homeowner shall act as supervisor. This exception shall not apply to the field erection of a manufactured buildings constructed pursuant to 780 CMR 110.R3.

Note. Any Licensed Construction Supervisor who contracts to do work for a homeowner shall be responsible for performing said work in accordance with 780 CMR and manufacture's recommendations, as applicable, whether or not the licensed contractor secured the permit for said work.

DEFINITION OF HOMEOWNER

For the purposes of 780 CMR The Massachusetts Amendments to the International Building Code Eighth Edition a **HOMEOWNER** is defined as follows: Person(s) who owns a parcel of land on which he/she resides or intends to reside, on which there is, or intends to be, a *one or two family dwelling*, attached or detached structures accessory to such use and/or farm structures. A person who constructs more than one home in a two-year period shall not be considered a **HOMEOWNER.**

110.R5.1.3.2 Exemptions. A construction supervisor's license is not required for:
1. Construction of swimming pools, the erection of signs, the erection of tents;
2. Projects which are subject to construction control pursuant to Chapter 1 of the *International Building Code 2009* with Massachusetts Amendments (780 CMR 1.00);
3. Agricultural buildings which are not open to the public or otherwise made available for public use;
4. R*egistered design professionals* provided such comply with the construction supervisor oversight requirements set forth in 780CMR 110.R5 generally and 750 CMR 110.R5.2.12, as applicable;
5. Massachusetts certified *building officials*, provided such certification is current and they comply with the oversight requirements of 780 CMR 110.R5 generally and 780 CMR 110.R5.2.12, as applicable.
6. The practice of any trade licensed by agencies of the commonwealth (*see* M.G.L. c. 112, § 81R), provided that any such work is within the scope of said license including, but not limited to wiring, plumbing gas fitting, fire protection systems, pipefitting, HVAC and refrigeration equipment.

The undersigned **HOMEOWNER** assumes responsibility for compliance with the Massachusetts State Building Code Eighth Edition and other applicable codes, by-laws, rules and regulations AND certifies that he/she understands the Town of Salisbury Building Department minimum inspection procedures and requirements and that he/she will comply with said procedures and requirements.

HOMEOWNER'S SIGNATURE _____

APPROVAL OF BUILDING INSPECTOR_____

Note: Three family dwellings 35,000 cubic feet, or larger, will be required to comply with the State Building Code Section 116.1 Construction Control.

Sample Home Improvement Contract

Contracts - all contracts over $1,000 (One Thousand Dollars) must be in writing.

The law requires the following **FOURTEEN** items to be included in any contract between a homeowner and a registered home improvement contractor for home improvement work subject to MGL c. 142A:

1. *The complete agreement between the contractor and the owner and a clear description of any other documents which are part of the agreement.*
2. *The full names, federal I.D. number (if applicable), addresses (NOT P.O. Box numbers), of the parties, the contractors registration number, the name(s) of the salesperson(s) involved, if any and the date the contract was executed by the parties.*
3*. The date on which the work is scheduled to begin and the date the work is scheduled to be substantially completed.*
4*. A detailed description of the work to be done and the materials to be used.*
5. *The total amount agreed to be paid for the work to be performed under the contract.*
6. *A time schedule of payments to be made under the contract and the amount of each payment stated in dollars, including any finance charges. Any deposit required to be paid in advance of the start of the work SHALL NOT exceed one-third of the total contract price or the actual cost of any material or equipment of a special order or custom made nature, which must be ordered in advance of the start of the work to assure that the project will proceed on schedule. No final payment shall be demanded until the contract is completed to the satisfaction of all parties.*
7. *All parties must sign the contract.*
8. *A clear and conspicuous notice stating:*
a*. That all home improvement contractors and subcontractors shall be registered and that any inquiries about a contractor or subcontractor relating to a registration should be directed to:*

Office of Consumer Affairs and Business Regulation

Ten Park Plaza, Suite 5170 Boston, MA 02116 (617)973-8700

b**.** *The contractor's registration number must be on the first page of the contract.*
c. *The homeowner's three day cancellation rights under MGL c 93 s 48; MGL c 140D s 10 or MGL c 255D s 14 as may be applicable.*
d. *All warranties on the owner's rights under the provisions of and MGL c. 142A.*
e. *In ten point bold type or larger, directly above the space provided for the signature, the following statement:*
DO NOT SIGN THIS CONTRACT IF THERE ARE ANY BLANK SPACES.
f. Whether any lien or security interest is on the residence as a consequence of the contract.
9. *An enumeration of such other matters upon which the owner and contractor may lawfully agree.*
10*. Any other provisions otherwise required by the applicable laws of the Commonwealth.*
11*. Permit Notice: Every contract shall contain a clause informing the owner of the following:*
a. *any and all necessary construction-related permits;*
b*. that it shall be the obligation of the contractor to obtain such permits.*
c. *that owners who secure their own construction-related permits or deal with unregistered contractors shall be excluded from access to the Guarantee Fund.*
12. *Acceleration of payment: No contract shall contain an acceleration clause under which any part or all of the balance not yet due may be declared due and payable because the holder deems himself to be insecure. However, where the contractor deems himself to be insecure he may require as a prerequisite to continuing said work that the balance of funds due under the contract, which are in possession of the owner, shall be placed in a joint escrow account requiring the signatures of the home improvement contractor and the owner for withdrawal.*
13*. No work shall begin prior to the signing of the contract and transmittal to the owner of a copy of such contract.*
14*. Arbitration: If the contractor determines that in the event of a dispute, the contractor wishes the dispute to be settled by arbitration, this fact must be signified on the contract and both the contractor and owner shall sign this clause separately. The following format is acceptable (in 10 point type or larger);*

"The contractor and the homeowner hereby mutually agree in advance that in the event that the contractor has a dispute concerning this contract, the contractor may submit such dispute to a private arbitration service which has been approved by the Office of Consumer Affairs and Business Regulation and the consumer shall be required to submit to such arbitration as provided in MGL c 142A.

Owner:_____ Contractor:_____

NOTICE: The signatures of the parties above apply only to the agreement of the parties to alternate dispute resolution initiated *by the contractor. The owner may initiate alternative dispute resolution even* *where this section is not signed separately by the parties."*

BUILDING PERMIT CLEARANCE FORM

Owner: _____

Applicant: _____

Address: _____

Description of Work: _____

_____

For Official Use Only

Assessors' Map #_____ Parcel # _____ Land Area _____FF_____

New Lot – Y / N Effective FY_____ Split From – Map#_____Parcel #_____

Prior to the issuance of any Permit/License, the applicant for said Permit/License must obtain sign-offs from the following Departments as applicable:

☐ Assessor _____ Date _____
978-465-8242

☐ Treasurer / Collector _____ Date _____
978-465-0331

☐ DPW _____ Date_____ _____
978-463-0656

☐ Water Department _____ Date_____
978-463-0656

☐ Sewer Department _____ Date_____
978-465-1430

☐ Conservation _____ Date_____
978-499-0358

☐ Health Department _____ Date_____
978-462-3430

☐ Fire Department _____ Date_____
978-462-3631

☐ Planning Department _____ Date _____
978-463-2266

Note Roofing, Siding, Door /Window Installations, Solid Fuel Burning Appliances and work minor in nature will require the following signoffs: Assessor and Treasurer .