Welcome to Salisbury On-Line Permits

This Application is to be filled out online, printed, and brought to the Building Department for a Permit.

1. **Application** - This is a **Fillable PDF form** and works on most websites.

   - If you have trouble, upload and use **Adobe Reader;** it is a free program.

2. **Entering Information** –

   - You must type it in (no handwritten permits).
   - You must fill in all required boxes

3. **Submission via Email *and* Paper** - Once you have completed the Application form,

   - Please scroll to the **last** page and **MOUSE/CLICK** on the EMAIL and PRINT button. This will do 2 things;

     - A copy is required to be **emailed** to us for our computer records.
     - A copy must be **printed** on *your* printer to bring to the Building Department.

   - If you have troubles with the emailing, save a copy and email it through your regular email, as an attachment to permits@salisburyma.gov. *Please add the Address and Permit type in the subject heading*.

4. **To Close the Application** - Once you have printed and emailed the necessary copies, please

   MOUSE/CLICK the CLOSE button to end your session.

5. **Payment** – You may pay at the Department with credit card, cash (*exact amount, please*) or check.

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Warning – The Applicant must bring the paper copy, with attachments and signatures, to our office in order to START the review process to get a Permit.

It may take up to 30 days after we get the application to issue a permit.

RESIDENTIAL

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*

Salisbury

Rev. Dec. 2015

Don't Forget !

This Section For Official Use Only

Building Permit Number: _____ Date Applied: 06/09/2016

Scott Vandewalle, Building Inspector — Email? — _____
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 _____

Check One

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

New Dwelling ☐	Existing Alteration ☐	Accessory Bldg ☐	Addition ☐	Minor None
Demolish Structure ☐	Sprinkler/Fire Alarm ☐	Deck ☐	Other None	

Brief Description of Proposed Work[2]: _____

SECTION (4): ESTIMATED CONSTRUCTION VALUE

Fill in Your Cost Value, incl Labor

	Estimated Costs: (Labor and Materials)
1. Building	$
2. Electrical	$
3. Plumbing	$
4. Mechanical (HVAC)	$
5. Mechanical (Fire Suppression)	$
6. **Total Project Cost**:	$ **$ 0**

Official Use Only

1. Building Permit Fee: $_____ Indicate how fee is determined:
   ☐ Fee Schedule (x multiplier) _____x_____
2. Cert. of Occupancy $ _____
3. Penalties $ _____

Total Fees: $_____

Check No. Check Amount: Cash Amount:

☐ Paid in Full ☐ Outstanding Balance Due:_____

Applicant Email _____

REQUIRED

For All Licensed Contractors

SECTION (5): CONSTRUCTION LICENSES & REGISTRATIONS

5.1 Construction Supervisor License (CSL)

Name of CSL Holder

No. and Street

City/Town, State, ZIP

Telephone Email address

CSL 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

Provide Copies of License's

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)

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.

Owner's Signature _____ Date _____

This may be Waived with Copy of Contract provided, otherwise Owner must sign

SECTION (7b): OWNER[1] *or* AUTHORIZE

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.

Authorized Agent's Signature _____ Date _____

Contractor's Must Always Sign Here

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"

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

Must be filled out completely

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: Select one of each

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 Solar

*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: Salisbury, MA 01952

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:

Applicant must sign

Phone #:

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

City or Town: Salisbury, MA 01952 **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: Scott Vandewalle, B.I. **Phone #:** 978-462-7839

Homeowner Warning Notice

IF YOU ARE APPLYING FOR A BUILDING PERMIT AS A HOMEOWNER

As a homeowner acting as your own contractor:

- You will be **personally responsible** for all work on this project.
- You are responsible to see that all work meets the Massachusetts State Building Code and the Town Bylaws.
- You **must** supervise all work.
- You **must** call the Bldg. Dept. to **schedule all required building inspections.**
- You **must be present for all the building inspections.**
- You have **waived** all rights to the Massachusetts Guaranty Fund.
- You are the **General Contractor** of the project and a court of law will view you as such if you are sued, or if you should have the need to sue another party.
- Your subcontractors may lien your property.
- Any worker injured on your project may sue you if you or the company they work for does not carry Workers' Compensation Insurance.
- Failure to carry Workers' Compensation insurance may result in criminal penalties, i.e. fines and/or imprisonment. (Reference MGL c.152 § 25)

This warning has been assembled because we have found that a majority of those citizens who act as their own contractor are not aware of the responsibilities that go along with assuming the construction responsibilities. Your signature below verifies you have read this warning and understand its implications.

Signature_____ Date _____

Homeowner, sign paper copy

_____ Salisbury, MA 01952 _____

HomeOwner CS License Exemption

SALISBURY, MASSACHUSETTS

Construction Supervisor License (CSL) Exemption

Supplement to Permit Application

DATE SUBMITTED 06/09/2016

JOB LOCATION _____

HOMEOWNER'S NAME _____

HOMEOWNER'S MAILING ADDRESS _____

HOME PHONE NO. _____ WORK PHONE _____

The licensing exemption for "homeowners" is intended to include owner-occupied one or two-family dwellings and to allow such homeowners to engage an individual for hire that does not possess a license, provided that the owner acts as supervisor.

STATE BUILDING CODE DEFINITION OF HOMEOWNER:

"Person(s) who owns a parcel of land on which he/she resides or intends to reside, on which there is, or is intended 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. Such "homeowner" shall submit to the Building Official, on a form acceptable to the Building Official, that he/she shall be responsible for all such work performed under the building permit."

The undersigned "homeowner" assumes responsibility for compliance with the State Building Code and other applicable codes, ordinances, rules and regulations.

The undersigned "homeowner" certifies that he/she understands the Town of Salisbury Inspections minimum inspection procedures and requirements and that he/she will comply with said procedures and requirements.

Homeowner's Signature _____ Date: _____

Homeowner, sign paper copy

TOWN OF SALISBURY

DEBRIS DISPOSAL AFFIDAVIT

In accordance with the provisions of MGL C40, S54, a condition of your Building Permit is that the debris resulting from this work **shall be disposed of in a properly licensed solid waste facility as defined by MGL C111, S150A.**

Address of Project/Construction site:_____

Disposal Firm/Dumpster Company:_____

Address:_____

Telephone:_____

OR

Debris will be taken to:_____

Name of Solid Waste Facility

Address:_____

*****All Debris to be disposed of at a licensed facility*****

Sign paper copy

Signature of Applicant _____

Date _____

BUILDING PERMIT CLEARANCE FORM

TOWN OF SALISBURY

Prior to the Issuance of any Permit/License, the **Applicant** must obtain sign-offs from the following Departments as applicable and/or determined by the Building Inspector

Property Owner: _____

Project Address: _____

REQUIRED SIGNATURES FOR ALL PERMIT APPLICATIONS

☑ **Assessor** _____ **Date :** _____

☑ **Treasurer/Collector** _____ **Date :** _____

REQUIRED SIGNATURES BASED UPON NATURE OF WORK

(Exceptions include roofing, doors/windows, siding, stoves/inserts and minor work, see Building Inspector)

☐ **Conservation** _____ **Date :** _____
(Required if ground is to be touched or disturbed by project)

☐ **Fire Department** _____ **Date :** _____
(Required for new structures, additions and interior layout changes)

☐ **Health Dept.** _____ **Date :** _____
(Required for all projects with septic or health code matters)

☐ **Planning Dept.** _____ **Date :** _____

☐ **DPW** _____ **Date :** _____
(See DPW @ 39 Lafayette Rd)

☐ **Water** _____ **Date :** _____
(See DPW @ 39 Lafayette Rd)

☐ **Sewer** _____ **Date :** _____
(See DPW @ 39 Lafayette Rd)

OCCUPANCY PERMIT REQUIRED (an additional fee will be charged)

☐ **YES**

☐ **NO**

Ask if you Need one of these signed off too !

For official use only

Assessor's Map #_____ /Lot#_____ Land Area _____

New Lot - Yes_____/No_____ Frontage _____

Split from Map#_____ / Lot #_____ Effective FY _____

Please LEGIBLY Sketch out Your Project

Failure to provide these will result in rejection of your application

PERMIT APPLICATION REVIEW

These are the ADDITIONAL requirements to complete an Application

REQUIRED ATTACHMENTS

- ☐ **Copy of CSL & HIC Licenses**
- ☐ **Insurance Certificate**
- ☐ **Copy of Contract w/Homeowner**

DOCUMENTS (where applicable)

- ☐ **Property Survey, wet-stamped by Licensed Engineer**
  (must show set backs, location of all structures, new & existing)
- ☐ **ResCheck (for new homes & additions)**
- ☐ **Clarification of Flood Zone Status** (if applicable)
  * property survey must show FEMA/Flood elevation info
- ☐ **Conservation Commission Approval Letter**
- ☐ **Letter from Property Owner/Approval to Act on Behalf**
- ☐ **OTHER** _____

CONSTRUCTION PLANS (provide 3 sets)

- ☐ **Construction Plans must include the following;**
  - project address, code book on all sheets
- ☐ * **plan view**, with perimeter dimensions
- ☐ * **elevations** (all sides)
- ☐ * **interior floor plans** (all levels incl. basement and attic)
  - show Smoke Detectors, CO Detectors in proper location
- ☐ * **foundation plans** (show details to be used)
- ☐ * **framing plans** (for each level, show details to be used)
  - framing plans must show braced wall lines
- ☐ * **engineered lumber calculations** (wet-stamped by Engineer)
  - this includes LVLs, trusses, paralams, AJ's, etc.
- ☐ * **detailed Section thru structure**
  - must show thermal envelope, insulation details clearly
- ☐ * **details** (as needed to show conformance to applicable codes)
- ☐ **Elevation Details for Flood Zone/FEMA** (if applicable)
- ☐ ***Fire Dept. approval Stamp on all (3) sets is Required***
- ☐ **OTHER** _____

** Construction Plans do not apply to permits for roofing, siding, doors & windows*

CLICK on each of these in Order

1. EMAIL **2. PRINT** **3. EXIT**