

APPENDIX B

 <p><b>The Commonwealth of Massachusetts State Board of Building Regulations and Standards Massachusetts State Building Code 780 CMR</b></p>	<p>FOR MUNICIPALITY USE</p>
<p><b>APPLICATION TO CONSTRUCT, REPAIR, RENOVATE OR DEMOLISH A ONE OR TWO FAMILY DWELLING</b></p>	

This Section For Official Use Only	
Building Permit Number: _____	Date Issued: _____
Signature: _____ Building Commissioner/Inspector of Buildings	Date: _____

SECTION 1 - SITE INFORMATION					
<b>1.1 Property Address:</b> _____ _____ _____		<b>1.2 Assessors Map &amp; Parcel Number:</b> _____ Map Number                      Parcel Number			
<b>1.3 Zoning Information:</b> _____ Zoning District              Proposed Use		<b>1.4 Property Dimensions:</b> _____ Lot Area (sf)                      Frontage (ft)			
1.5 Building Setbacks (ft)					
Front Yard		Side Yards		Rear Yard	
Required	Provided	Required	Provided	Required	Provided
		/	/		
<b>1.6 Water Supply (M.G.L. c. 40, § 54)</b> Public <input type="checkbox"/> Private <input type="checkbox"/>		<b>1.7 Flood Zone Information:</b> Zone: _____ Outside Flood Zone <input type="checkbox"/>		<b>1.8 Sewage Disposal System:</b> Municipal <input type="checkbox"/> On site disposal system <input type="checkbox"/>	

SECTION 2 - PROPERTY OWNERSHIP/AUTHORIZED AGENT	
<b>2.1 Owner of Record:</b> _____ Name (Print)                      Address for Service: _____ _____ Signature                      Telephone	
<b>2.2 Authorized Agent:</b> _____ Name (Print)                      Address for Service: _____ _____ Signature                      Telephone	

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<b>SECTION 3 - CONSTRUCTION SERVICES</b>	
<b>3.1 Licensed Construction Supervisor:</b>	Not Applicable ☞
Licensed Construction Supervisor:	License Number
Address	Expiration Date
Signature _____ Telephone _____	
<b>3.2 Registered Home Improvement Contractor:</b>	Not Applicable ☞
Company Name	Registration Number
Address	Expiration Date
Signature _____ Telephone _____	

<b>SECTION 4 - WORKERS' COMPENSATION INSURANCE AFFIDAVIT (M.G.L. c. 152, § 25C(6))</b>
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..... ☞

<b>SECTION 5 - DESCRIPTION OF PROPOSED WORK (check all applicable)</b>				
New Construction ☞	Existing Building ☞	Repair(s) ☞	Alteration(s) ☞	Addition ☞
Accessory Bldg. ☞	Demolition ☞	Other ☞ Specify: _____		
Brief Description of Proposed Work:				
_____				
_____				
_____				
_____				

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SECTION 6 - ESTIMATED CONSTRUCTION COSTS			
Item	Estimated Cost (Dollars) to be completed by permit applicant	Official Use Only	
1. Building		(a) Building Permit Fee Multiplier	
2. Electrical		(b) Estimated Total Cost of Construction from (6)	
3. Plumbing		<b>Building Permit Fee (a) x (b)</b>	
4. Mechanical (HVAC)			
5. Fire Protection			
6. Total = (1 + 2 + 3 + 4 + 5)		Check Number	

SECTION 7a - OWNER AUTHORIZATION - TO BE COMPLETED WHEN OWNERS AGENT OR CONTRACTOR APPLIES FOR BUILDING PERMIT	
<p>I, _____, as Owner of the subject property</p> <p>hereby authorize _____ to act on my behalf, in all matters relative to work authorized by this building permit application.</p> <p>_____ Signature of Owner</p> <p>_____ Date</p>	

SECTION 7b - OWNER/AUTHORIZED AGENT DECLARATION	
<p>I, _____, as Owner/Authorized Agent hereby declare that the statements and information on the foregoing application are true and accurate, to the best of my knowledge and belief.</p> <p>Signed under the pains and penalties of perjury.</p> <p>_____ Print Name</p> <p>_____ Signature of Owner/Agent</p> <p>_____ Date</p>	

# **FOR ALL 1 & 2 FAMILY PROJECTS**

The following are considered to be the **MINIMUM** information for **ALL** permit applications

**Please utilize this checklist to assure completeness**

A.) Scaled drawings & details shall be submitted with each application proposing construction, reconstruction, addition, alteration, or repair. The building official may waive the requirements for filing plans when the work involved is of a minor nature.

B.) Scaled drawings & details shall indicate & describe all proposed work, including location, size, grade & quality of materials & equipment to be used.

## **C.) PLOT PLAN**

- Property address; map & lot number, zoning district & overlays (wetland, floodplain, etc.)
- Show well and septic locations (if applicable)
- Location of lot lines, dimensions of lot, frontage
- Location & dimensions of public easements, public utility easements, railroad right-of-ways, and established zoning setback requirements
- Location & dimensions of primary & accessory buildings & structures

## **D.) FLOOR PLANS**

- Floor plan of each floor and any intermediate levels including basements, crawlspaces, terraces, porches, garages, carports, and decks
- Dimensions, location & materials of foundations, footings, columns, beams & piers (include any reinforcing)
- Direction, dimensions, spacing, species & grade of all framing members (floors, roofs, wall, partitions)
- Location of all walls, partitions, windows, stairs & doors
- Location & description of all electrical equipment and alarm devices
- Location & type of all heating and air conditioning (HVAC) equipment
- HVAC schematics (check with building inspector) {forward manufacturer's installation instructions to inspector before installing equipment}

## **E.) EXTERIOR ELEVATIONS**

- Front, rear & side elevations including foundation depth and finish grades
- Location & dimensions of windows & doors (attach window/door schedule)
- Description of exterior cladding or siding material
- Show exterior stair locations & dimensions
- Show chimney and vent locations

## **F.) DETAILS & SECTIONS**

- Compliance paperwork for energy requirements: documents showing compliance with Appendix J. (attach papers showing one of the five methods)
- Sections through exterior walls showing details of construction from footing to the highest point of the building (see attached)
- Sections through shafts, landings & stairs- include framing details, tread, riser, headroom
- Describe location & dimensions of handrails & guardrails
- Sections through fireplaces & chimneys (show dimensions and clearances)
- Location & details of any roof trusses, glue-lam, or engineered lumber (include connection & bracing details and Mass. professionals stamp on specification sheet)