



The Commonwealth of Massachusetts  
 Board of Building Regulations and Standards  
 Massachusetts State Building Code, 7<sup>th</sup> edition  
 Building Permit Application To Construct, Repair, Renovate Or Demolish a  
*One- or Two-Family Dwelling*

FOR  
 MUNICIPALITY  
 USE  
 Revised January  
 1, 2008

This Section For Official Use Only

Building Permit Number: \_\_\_\_\_ Date Applied: \_\_\_\_\_

Signature: \_\_\_\_\_ Date Approved \_\_\_\_\_  
 Building Commissioner/ Inspector of Buildings

**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<sup>1</sup>**

**2.1 Owner<sup>1</sup> of Record:**

Name (Print) \_\_\_\_\_ Address for Service: \_\_\_\_\_  
 Signature \_\_\_\_\_ Telephone \_\_\_\_\_

**SECTION 3: DESCRIPTION OF PROPOSED WORK<sup>2</sup> (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<sup>2</sup>:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Type Foundation \_\_\_\_\_ Exterior Walls \_\_\_\_\_ Type Roof \_\_\_\_\_  
 Roof Covering \_\_\_\_\_ Interior Wall \_\_\_\_\_ Interior floors \_\_\_\_\_  
 Type Well \_\_\_\_\_ Solar system \_\_\_\_\_ Other info \_\_\_\_\_

**SECTION 4: ESTIMATED CONSTRUCTION COSTS**

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Building Permit Fee: \$	Determined by:	Estimated Costs: Labor & Materials	
Total floors area (Sq. Ft.)	# Stories	1. Building:	\$
Gross Living area (Sq. Ft.)	Type Heating System	2. Electrical:	\$
# Fireplaces	Fuel	3. Plumbing:	\$
# Bathrooms	Cooling System	4. Mechanical (HVAC):	\$
Style of house	# Bedrooms	5. Mechanical (Fire Suppression):	\$
Decks	# Garages	6. Total Project Cost:	\$
Bonus Room	Att/Detached		
Other Permits Required	Porches		
<input type="checkbox"/> Plumbing	Pymt Rec'd:	ck#	cash
<input type="checkbox"/> Wiring	Date Rec'd:		
<input type="checkbox"/> Oil/Gas burner		<b>Inspections</b>	
<input type="checkbox"/> Other	Final	By _____	

**SECTION 5: CONSTRUCTION SERVICES**

**5.1 Licensed Construction Supervisor (CSL)**

Name of CSL- Holder \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_

Telephone \_\_\_\_\_

License Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

List CSL Type (see below) \_\_\_\_\_

Type	Description
U	Unrestricted (up to 35,000 Cu. Ft.)
R	Restricted 1&2 Family Dwelling
M	Masonry Only
RC	Residential Roofing Covering
WS	Residential Window and Siding
SF	Residential Solid Fuel Burning Appliance Installation
D	Residential Demolition

**5.2 Registered Home Improvement Contractor (HIC)**

HIC Company Name or HIC Registrant Name \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_

Telephone \_\_\_\_\_

Registration Number \_\_\_\_\_

Expiration Date \_\_\_\_\_

**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.

Signature of Owner \_\_\_\_\_

Date \_\_\_\_\_

**SECTION 7b: OWNER<sup>1</sup> OR AUTHORIZED AGENT DECLARATION**

I, \_\_\_\_\_, as Owner or Authorized Agent hereby declare that the statements and information on the foregoing application are true and accurate, to the best of my knowledge and behalf.

Print Name \_\_\_\_\_

Signature of Owner or Authorized Agent \_\_\_\_\_

Date \_\_\_\_\_

(Signed under the pains and penalties of perjury)

**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 and Construction Supervisor Licensing (CSL) can be found in 780 CMR Regulations 110.R6 and 110.R5, respectively.