

PERMIT APPLICATIONS

You must do the following;

1. **TYPE** in ALL required information
2. **SAVE** yourself a Copy (in case you need to make corrections)
3. **PRINT** a paper copy to submit to our Office
4. **EMAIL** a copy for our records (no email = no permit)
5. **BRING** the paper copy to Town Hall (get your signatures @ Tax Collector and Assessor)
6. **PAYMENT** – Bring a Check, Exact Cash or use our Credit Card Machine

CLICK on both



PROBLEMS ?

1. Update your Browser via the settings
2. Or . . . Save as a PDF, then send via normal email
3. Or . . . Download Adobe Reader (free) and work in that
4. Or . . . Come to our Office and use the Desk Terminal
5. If we have to enter it for you, we charge \$15

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

This Section For Official Use Only

Building Permit Number: _____ Date Applied: _____

Scott Vandewalle, Building Inspector _____
Building Official (Print Name) Signature Date

SECTION 1 : SITE INFORMATION

Get from Assessor

1.1 Property Address: _____
1.2 Assessors Map & Parcel Numbers
1.1a Is this an accepted street? yes _____ no _____
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)		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 OWNERSHIP¹

2.1 Owner¹ of Record:
Name (Print) _____ City, State, ZIP _____
No. and Street _____ Telephone _____ Email Address _____

SECTION (3): DESCRIPTION OF PROPOSED WORK² (check all that apply)

New Dwelling Existing Alteration Accessory Bldg Addition Minor Work Solar
Demolish Structure Sprinkler/Fire Alarm Deck Other Specify: _____

Brief Description of Proposed Work²:

SECTION (4): ESTIMATED CONSTRUCTION VALUE

Estimated Costs: (Labor and Materials)	Official Use Only
1. Building \$ _____	1. Building Permit Fee: \$ _____ Indicate how fee is determined: <input type="checkbox"/> Fee Schedule (x multiplier) _____ x _____
2. Electrical \$ _____	2. Cert. of Occupancy \$ _____
3. Plumbing \$ _____	3. Penalties \$ _____
4. Mechanical (HVAC) \$ _____	Total Fees: \$ _____
5. Mechanical (Fire Suppression) \$ _____	Check No. _____ Check Amount: _____ Cash Amount: _____
6. Total Project Cost: \$ _____	<input type="checkbox"/> Paid in Full <input type="checkbox"/> Outstanding Balance Due: _____

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. Date

Owner signs when using a Contractor

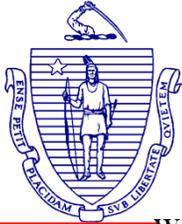
SECTION (7b): OWNER or AUTHORIZED AGENT DECLARATION

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.

Permit Applicant Signs - Owner or Contractor

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

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 an 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 _____

Select one of each

*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 #: _____

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 #: _____

For all Applicants

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 _____

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

For Homeowners pulling a Permit only (sign)

SALISBURY, MASSACHUSETTS
Construction Supervisor License (CSL)
Exemption
Supplement to Permit Application

DATE SUBMITTED _____

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

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

Get Signed First

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# _____

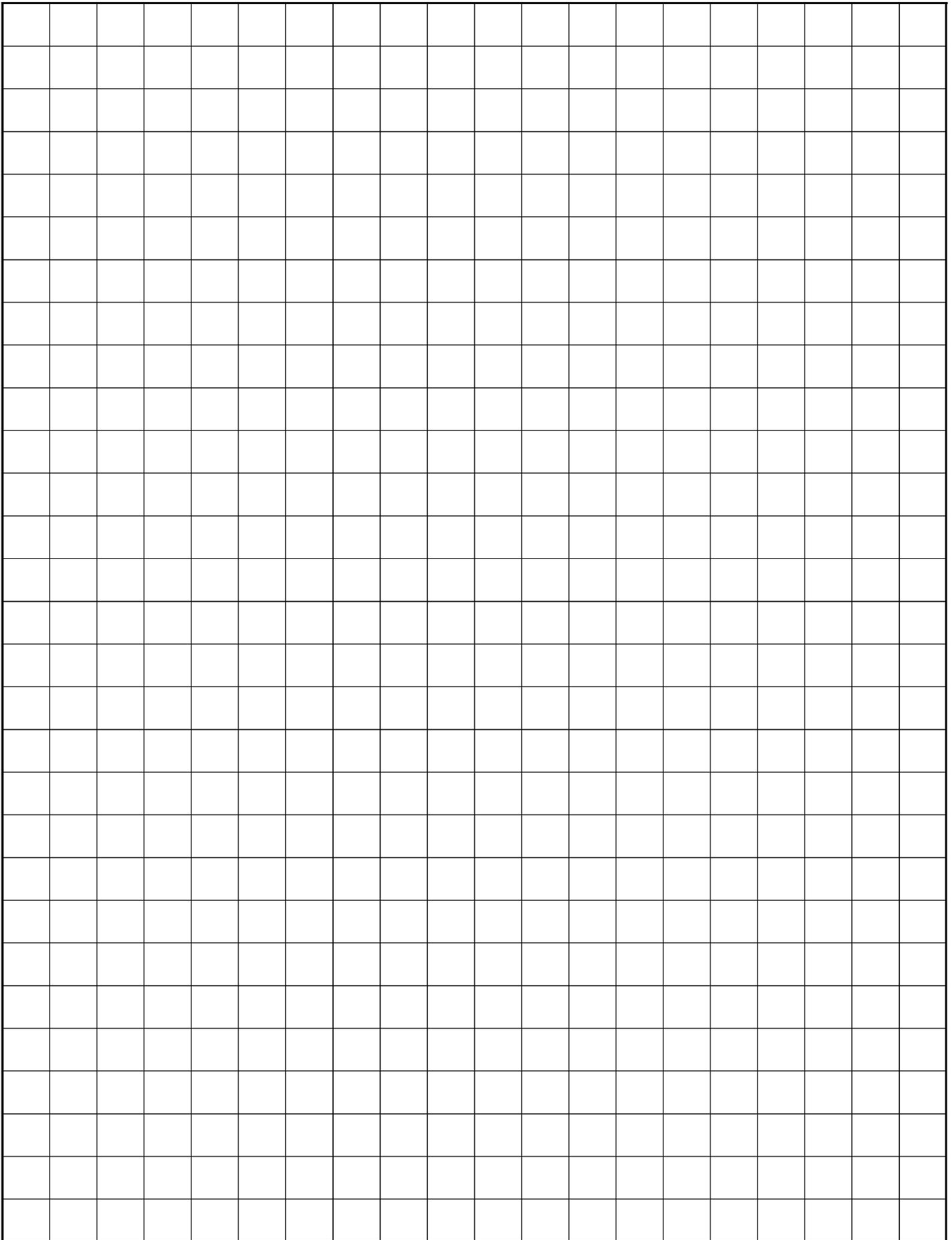
Land Area _____

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