

ALL ITEMS UNDERLINED IN RED MUST BE COMPLETED!

 <p>The Commonwealth of Massachusetts State Board of Building Regulations and Standards Massachusetts State Building Code 780 CMR</p>	 <p>Town of Belmont Office of Planning & Building 19 Moore Street Belmont, MA 02478 Revised 2/27/04</p>
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APPLICATION TO CONSTRUCT, REPAIR, RENOVATE, CHANGE THE USE OR OCCUPANCY OF, OR DEMOLISH ANY BUILDING OTHER THAN A ONE OR TWO FAMILY DWELLING

This Section For Official Use Only

Building Permit Number: _____	Date Received: _____
Signature: _____	
Building Commissioner/Inspector of Buildings	Date Issued

SECTION 1 – SITE INFORMATION

<p><u>1.1 Property Address:</u></p> <p>_____</p> <p>_____</p>	<p>1.2 Assessors Map & Parcel Number</p> <p>_____</p> <p>Map Number Parcel Number</p>																		
<p>1.3 Zoning Information:</p> <p>_____</p> <p>Zoning District Property Use</p>	<p>1.4 Property Dimensions:</p> <p>_____</p> <p>Lot Area (sf) Frontage (ft)</p>																		
<p>1.5 Building Setbacks (ft)</p> <table border="1" style="width:100%; border-collapse: collapse; text-align: center;"> <tr> <th colspan="2">Front Yard</th> <th colspan="2">Side Yards</th> <th colspan="2">Rear Yard</th> </tr> <tr> <td>Required</td> <td>Provided</td> <td>Required</td> <td>Provided</td> <td>Required</td> <td>Provided</td> </tr> <tr> <td> </td> <td> </td> <td>/</td> <td>/</td> <td> </td> <td> </td> </tr> </table>		Front Yard		Side Yards		Rear Yard		Required	Provided	Required	Provided	Required	Provided			/	/		
Front Yard		Side Yards		Rear Yard															
Required	Provided	Required	Provided	Required	Provided														
		/	/																
<p>1.6 Water Supply (M.G.L. c.40. § 54)</p> <p>Public Y</p>	<p>1.7 Flood Zone Information:</p> <p>Zone: _____ Outside Flood Zone Y</p>	<p>1.8 Sewage Disposal System:</p> <p>Municipal Y On site disposal system Y</p>																	

SECTION 2 – PROPERTY OWNERSHIP/AUTHORIZED AGENT

2.1 Owner of Record:

Name (Print) _____	Address _____
Signature _____	Telephone _____

2.2 Authorized Agent:

Name (Print) _____	Address _____
Signature _____	Telephone _____

SECTION 3 – CONSTRUCTION SERVICES FOR PROJECTS LESS THAN 35,000 CUBIC FEET OF ENCLOSED SPACE

<p><u>3.1 Licensed Construction Supervisor:</u></p> <p>_____</p> <p><u>Licensed Construction Supervisor</u></p> <p>_____</p> <p><u>Address</u></p> <p>_____</p> <p><u>Signature</u> <u>Telephone</u></p>	<p><u>Not Applicable</u> †</p> <p>_____</p> <p><u>License Number</u></p> <p>_____</p> <p><u>Expiration Date</u></p> <p>_____</p>
<p><u>3.2 Registered Home Improvement Contractor</u></p> <p>_____</p> <p><u>Company Name</u></p> <p>_____</p> <p><u>Address</u></p> <p>_____</p> <p><u>Signature</u> <u>Telephone</u></p>	<p><u>Not Applicable</u> †</p> <p>_____</p> <p><u>Registration Number</u></p> <p>_____</p> <p><u>Expiration Date</u></p> <p>_____</p>

SECTION 4 – 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 5 – PROFESSIONAL DESIGN AND CONSTRUCTION SERVICES – FOR BUILDINGS AND STRUCTURES SUBJECT TO CONSTRUCTION CONTROL PURSUANT TO 780 CMR 107.6 (CONTAINING MORE THAN 35,000 C.F. OF ENCLOSED SPACE)

<u>5.1 Registered Architect:</u>	
_____ <u>Name (Registrant)</u> _____ <u>Address</u> _____ <u>Signature</u>	_____ <u>Telephone</u> _____ <u>Registration Number</u> _____ <u>Expiration Date</u>
<u>5.2 Registered Professional Engineer(s):</u>	
_____ <u>Name (Registrant)</u> _____ <u>Address</u> _____ <u>Signature</u>	_____ <u>Area of Responsibility</u> _____ <u>Registration Number</u> _____ <u>Expiration Date</u>
_____ <u>Name (Registrant)</u> _____ <u>Address</u> _____ <u>Signature</u>	_____ <u>Area of Responsibility</u> _____ <u>Registration Number</u> _____ <u>Expiration Date</u>
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<u>5.3 General Contractor</u>	
_____ <u>Company Name</u> _____ <u>Responsible In Charge of Construction</u> _____ <u>Address</u> _____ <u>Signature</u>	_____ <u>Telephone</u> _____ <u>Registration Number</u> _____ <u>Expiration Date</u>
_____ <u>Email Address</u>	

SECTION 6 – DESCRIPTION OF PROPOSED WORK (check all applicable)

New Construction <input type="checkbox"/>	Existing Building <input type="checkbox"/>	Repair (s) <input type="checkbox"/>	Alteration (s) <input type="checkbox"/>	Addition <input type="checkbox"/>
Accessory Bldg. <input type="checkbox"/>	Demolition <input type="checkbox"/>	Other <input type="checkbox"/>	Specify: _____	

Brief Description of Proposed Work:

SECTION 7– USE GROUP AND CONSTRUCTION TYPE

<u>USE GROUP (Check as applicable)</u>								<u>CONSTRUCTION TYPE</u>	
A	Assembly	<input type="checkbox"/>	1A	<input type="checkbox"/>					
		<input type="checkbox"/>	1B	<input type="checkbox"/>					
B	Business							2A	<input type="checkbox"/>
E	Education							2B	<input type="checkbox"/>
F	Factory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			2C	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
H	High Hazard							3A	<input type="checkbox"/>
I	Institutional	<input type="checkbox"/>	3B	<input type="checkbox"/>					
		<input type="checkbox"/>							
M	Mercantile							4	<input type="checkbox"/>
R	Residential	<input type="checkbox"/>	5A	<input type="checkbox"/>					
		<input type="checkbox"/>	5B	<input type="checkbox"/>					
S	Storage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
U	Utility	<input type="checkbox"/>	Specify: _____						
M	Mixed use	<input type="checkbox"/>	Specify: _____						
S	Special Use	<input type="checkbox"/>	Specify: _____						

COMPLETE THIS SECTION IF EXISTING BUILDING UNDERGOING RENOVATIONS, ADDITIONS AND/OR CHANGE IN USE

Existing Use Group: _____	Proposed Use Group: _____
Existing Hazard Index 780 CMR 34: _____	Proposed Hazard Index 780 CMR 34: _____

SECTION 8– BUILDING HEIGHT AND AREA

BUILDING AREA	Existing (if applicable)	Proposed
Number of Floors or stories include Basement levels		
Floor Area per Floor (sf)		
Total Area (sf)		
Total Height (ft)		

SECTION 9– STRUCTURAL PEER REVIEW (780 CMR 110.11)

Independent Structural Engineering Structural Peer Review Required Yes No

SECTION 10a – OWNER AUTHORIZATION – TO BE COMPLETED WHEN OWNERS 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 10b- OWNER/AUTHORIZED AGENT DECLARATION

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.

"Persons contracting with unregistered contractors do not have access to the guaranty fund (as let forth in MGL c.142A)"

Signed under the pains and penalties of perjury.

Print Name

Signature of Owner / Agent

Date

SECTION 11- ESTIMATED CONSTRUCTION COSTS

Item	Estimated Cost (Dollars) to be completed by permit applicant	Official Use Only	
<u>1. Building</u>		Estimated Total - (a) Cost of construction from #4 rounded up to nearest \$1,000	
<u>2. Mechanical (HVAC)</u>			
<u>3. Fire Protection</u>		Building Permit Fee (4/1/02) 15 x (a) ÷ 1,000 (Minimum \$50)	
<u>4. Total = (1 + 2 +3)</u>		Check Number	

SECTION 12- OFFICAL USE ONLY

Notes:



TOWN OF BELMONT

OFFICE OF PLANNING & BUILDING

Homer Municipal Building, 19 Moore Street
BELMONT, MASSACHUSETTS 02478-0900
Telephone: (617) 993-2664

DEBRIS FORM

Will there be a dumpster on site? YES

NO

Debris will be removed daily by trailer?

In accordance with the provisions of MGL c 40, S 54, a condition of issuance of a BUILDING PERMIT is that the debris resulting from this work shall be disposed of in a properly licensed solid waste disposal as defined by MGL c 111, S 150A. The debris will be disposed of at:

Name of Facility

Signature of Permit Applicant

Date

CONTACT THE BELMONT BOARD OF HEALTH FOR FURTHER INSTRUCTIONS & REGULATIONS

WARNING: This document merely certifies that the above referenced building complies with applicable provisions of the State Building Code. No opinion is expressed or warranty given is to any potential health hazard not addressed by the State Building Code including, but not limited to, the presence of radon, lead paint, asbestos, and urea formaldehyde.



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

Workers' Compensation Insurance Affidavit: Builders/Contractors/Electricians/Plumbers
Applicant Information **Please Print Legibly**

Name (Business/Organization/Individual): _____

Address: _____

City/State/Zip: _____

Phone #: _____

Are you an employer? Check the appropriate box:

- | | |
|--|---|
| <p>1. <input type="checkbox"/> I am an employer with _____ employees (full and/or part-time).*</p> <p>2. <input type="checkbox"/> I am a sole proprietor or partnership and have no employees working for me in any capacity. [No workers' comp. insurance required.]</p> <p>3. <input type="checkbox"/> I am a homeowner doing all work myself. [No workers' comp. insurance required.] †</p> | <p>4. <input type="checkbox"/> 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. ‡</p> <p>5. <input type="checkbox"/> 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.]</p> |
|--|---|

Type of project (required):

6. New construction
7. Remodeling
8. Demolition
9. Building addition
10. Electrical repairs or additions
11. Plumbing repairs or additions
12. Roof repairs
13. 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 Section 25A of MGL c. 152 can lead to the imposition of criminal penalties of 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. Be advised that 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 #: _____



TOWN OF BELMONT

OFFICE OF PLANNING & BUILDING

Homer Municipal Building, 19 Moore Street
BELMONT, MASSACHUSETTS 02478-0900
Telephone: (617) 993-2664

BUILDING PERMIT/CONSTRUCTION PROCESS

The Massachusetts State Building Code (780 CMR) allows Building Departments thirty (30) days to act on a building permit application. Building permits are usually issued within ten days assuming all required information detailed below is provided at the time of original submission.

1. The Building Permit application - completed and signed by the homeowner or his/her authorized agent.
2. The fee is based on \$15.00 per \$1,000 of construction cost with a minimum fee of \$50.00.
3. The Homeowner License Exemption Form - is required for work involving a single- or two-family residence if:
 - 1) the contractor does not have a State Construction Supervisors License, or
 - 2) the homeowner is seeking the building permit.
4. The Debris Form must be completed indicating where debris from the construction site will be disposed.
Note: The Town's residential trash collection does not include construction debris.
5. The Workers' Compensation Insurance Affidavit - must be completed by the license contractor or the homeowner performing the work.
6. Valid licenses and a photo I.D. must be presented at the time of application.
7. A plot plan stamped by a Massachusetts Registered Land Surveyor must be submitted with every building permit application for the construction of a new building, an accessory building, or an addition to an existing building. All plans must conform to the "Regulations for Plot Plans for Building Permits" and must include existing and proposed open space and lot coverage percentages.
8. Plans and Specifications: Every application must be accompanied by two (2) copies of specifications and plans drawn to scale with sufficient clarity, detail and dimensions to show the nature and character of the work to be performed. **All plan sets larger than 11x17 must also include an electronic .pdf version of the plans.** This information will be thoroughly reviewed to determine code compliance. The degree of completeness and accuracy will have a direct bearing on the time required for review and approval. Plans should include but not be limited to:
 - Foundation plan with anchor bolt locations and clearly showing a minimum four (4) foot depth to bottom of all footings.
 - Structural, mechanical and electrical plans in sufficient detail to determine code compliance. (Include exterior building envelope component materials with R-values, heat loss information, HVAC sizing, etc. for energy code compliance in accordance with Appendix J of 780 CMR Massachusetts State Building Code.)
 - All plans and specifications for any building containing more than 35,000 cubic feet of enclosed space, except single or two-family dwelling(s), must be stamped and signed by a qualified registered professional engineer or architect.
9. A dumpster permit must be obtained from the Health Department if a dumpster will be utilized in conjunction with this project.

10. The Conservation Commission must approve any construction that is proposed within an area subject to control by the Wetlands Protection Act and/or the Rivers Protection Act. Wetlands maps are located within this office.
11. The Board of Health must approve any construction that is proposed for any food service establishment.
12. The Belmont Fire Prevention Office must review and approve all plans for fire protection, as required by building code, for additions and/or major renovations.
13. The Historic District Commission must approve any exterior work in the Historic District. Historic District "Rules & Regulations", "Application & Instructions", and maps are located in this office.
14. The Planning Board must approve any new or expanded driveway opening in the stone walls or tree work adjacent to Somerset Street, since this street is designated a "Scenic Road".
15. A special permit and/or variance will be required from the Zoning Board of Appeals if the proposed construction does not conform to current zoning regulations.
16. The building permit must be posted at the site in clear view and protected from the weather at all times until the final inspection or Certificate of Use and Occupancy is issued.

The following is a list of the minimum required inspections to be performed. It is the applicant's responsibility to notify each inspector at least 24 hours in advance of each required inspection. Building inspections are done Monday-Friday, 10:00 a.m. to 12:00 noon. Note: These are the minimum inspections required; complex projects may require additional inspections. It is the applicant's responsibility to contact the building commissioner to discuss any additional inspections, which may be required.

1. **Excavation:** **Inspection must occur prior to the installation of footings or forms.**
2. **Foundation:** **Inspection must occur after foundation walls are erected, damp proofed, and perimeter drain installed but prior to any backfilling.**
3. **Framing:** **Inspection must occur after all framing is completed, but prior to the installation of any in insulation or finish material. All plumbing, gas, fire detection systems, and electrical "rough" work must be completed and approved by appropriate inspector prior to this inspection.**
4. **Insulation:** **Inspection must occur after all insulation, baffles, and vapor barriers are installed but prior to the installation of any finish material or wallboard.**
5. **Final:** **The inspection must occur upon completion of all work and approval by plumbing, gas, electrical and/or fire alarm inspectors but prior to occupancy of any new building or part thereof.**

If you have any additional questions regarding the building permit process, please call the Office of Planning & Building at (617) 993-2664 between the hours of 8:00-10:00 a.m. Monday-Friday.

LIST OF PHONE NUMBERS

BUILDING INSPECTOR	617-993-2664
SCHEDULE INSPECTIONS	617-993-2663
ELECTRICAL INSPECTOR	617-484-2780
FIRE PREVENTION	617-489-4848
PLUMBING & GAS	617-993-2662
ELECTRICAL	617-993-2661

Sustainable Building Design Policy

Unanimously approved by the Belmont Board of Selectmen

March 5, 2007

From “A Working Vision for Belmont’s Future:”

“We, the Belmont community, make a commitment to...develop and use our human and financial resources wisely...We will be an environmentally responsible community and conserve our natural habitats.”

Purpose

In support of Belmont’s Working Vision, we seek to make the best possible use of all of our resources (both natural and manmade) in a way that realizes the full potential of cost savings and environmental benefits while still being fiscally responsible. Toward these goals, the Town of Belmont supports a sustainable design policy that promotes practices that protect human health and well-being, and the natural environment.

The Town of Belmont, both as a matter of principle and as a cost-saving measure, supports efforts that will achieve the following benefits of sustainable design as applied to new construction and major renovation of all municipal and school district buildings, to the extent practical:

- **Economic benefits** that reduce operating costs; enhance asset value; improve employee productivity and satisfaction; and optimize life-cycle economic performance
- **Environmental benefits** that enhance and protect ecosystems and biodiversity; improve air and water quality; reduce solid waste; and conserve natural resources
- **Health and community benefits** that improve air, thermal, and acoustic environments; enhance occupant comfort and health; minimize strain on local infrastructure; and contribute to overall quality of life

These benefits can be achieved by many design and construction initiatives, including but not limited to:

Site planning and design

- Involving contractors, engineers, and other relevant parties in early planning discussions to ensure building systems (e.g., HVAC, electrical) are sited and sized properly in building design
- Planning building design to minimize impact on natural ecosystems (e.g., wildlife habitats, wetlands, forests) or municipal resources (e.g., water supply, sanitary sewer system, storm water drainage, electric load)
- Designing landscaping to use native species and conserve water
- Designing to encourage pedestrian and bicycle access, and access and amenities to encourage use of public transit where possible

Resource-efficient elements

- Using construction materials that are fully or partially comprised of recycled content, and/or are recyclable at the end of their useful lifetime
- Using nontoxic materials for building envelope and interior (e.g., fiberboard, paint, adhesives, carpeting, and other materials that contain low levels of volatile organic compounds (VOCs))
- Implementing natural lighting and ventilation systems (e.g., daylighting, fresh air circulation)
- Using equipment and appliances that maximize operating efficiency (e.g., occupancy sensors, low-flow water fixtures, Energy Star-rated HVAC systems)
- Incorporating alternative energy into building systems (e.g., solar hot water, solar panels, geothermal heat pumps, wind turbines, biodiesel backup generators)

Construction

- Using diesel construction equipment that has been retrofitted with pollution controls to minimize exposure to harmful exhaust contaminants
- Recycling waste materials from building construction (or demolition)

Post-construction

- Commissioning engineering systems to ensure specifications have been met
- Proper operation of the buildings once occupied (i.e., training employees on using and maintaining fixtures and equipment) to ensure maximum resource-saving potential

Application

- 1. The Town of Belmont should incorporate sustainable building principles such as Leadership in Energy and Environmental Design (LEED), as promulgated by the U.S. Green Building Council, or other acceptable standards into the design and construction and operation of all municipal and school district buildings, to the level that is economically practical.**
2. Designers selected for all capital projects should be qualified to design buildings and implement elements that are sustainable and efficient. The design team should include LEED-accredited or comparable professionals.
3. The project team should meet early in the design stage to realize optimal cost savings and best practices in energy efficiency, environmental protection, storm water management, and reduced construction waste. The team should meet regularly throughout the various design phases and periodically during construction to ensure these practices are being employed.
4. To the extent practical, building and site design should incorporate best-practices in storm water management; and should incorporate Low Impact Development site design components.
5. To the extent practical, performance objectives should be incorporated into design, construction, and contract documents, and a continual performance verification process should be used throughout the project and at completion.
6. To the extent practical, as determined by the town building committee, all building projects (whether renovation or new construction) undertaken by the town should conform to sustainable design principles.
7. School projects (i.e., K–12 public schools) will comply with Massachusetts regulations (currently CHPS (Collaborative for High-Performance Schools)).
8. The Town's Permanent Building Committee and project-specific building committees should fully consider the lifecycle costs of the building when determining the project's budget, giving consideration to operating costs, including future utility costs and environmental costs.
9. The town's building committees will include in contract documents a statement that all construction vehicles must observe state anti-idling regulations.

The Belmont Board of Selectmen embraces these policies and practices as they set a leadership example to town residents, developers, and other communities. The Board also encourages development in the private sector (e.g., residential homes and commercial/industrial buildings) to follow the strategies outlined above to ensure maximum environmental and economic benefit.