ALL ITEMS UNDERLINED IN RED MUST BE COMPLETED!

The Commonwealth of Massachusetts
Board of Building Regulations and Standards
Massachusetts State Building Code, 780 CMR, 7th 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: _____ _____Plans E-filed:_____
Building Commissioner/ Inspector of Buildings 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) Address for Service:
_____ _____
Signature Telephone

SECTION 3: DESCRIPTION OF PROPOSED WORK[2] (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[2]:_____
_____
_____

SECTION 4: ESTIMATED CONSTRUCTION COSTS

Item	Estimated Costs: (Labor and Materials)	Official Use Only
1. Building	$	1. Building Permit Fee: $_____ Indicate how fee is determined:
2. Electrical	$ XXXXXX	☐ Standard City/Town Application Fee
3. Plumbing	$ XXXXXX	☐ Total Project Cost[3] (Item 6) x multiplier _____ x _____
4. Mechanical (HVAC)	$	2. Other Fees: $_____
5. Mechanical (Fire Suppression)	$	List:_____
6. **Total Project Cost**:	$	Total All Fees: $_____
		Check No. _____Check Amount: _____Cash Amount:_____
		☐ Paid in Full ☐ Outstanding Balance Due:_____

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[1] 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.

2. When substantial work is planned, provide the information below:

Total floors 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"

TOWN OF BELMONT
OFFICE OF COMMUNITY DEVELOPMENT

19 Moore Street
P. O. BOX 56
BELMONT, MASSACHUSETTS 02478-0900
Telephone: (617) 993-2664 Fax: (617) 993-2651

DEBRIS FORM

In accordance with the provisions of MGL c 40, S 54, a condition of BUILDING PERMIT NUMBER _____ 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 in:

_____

Location 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:

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 general contractor and I have hired the sub-contractors listed on the attached sheet. These sub-contractors have employees and have workers' comp. insurance.‡
5. ☐ 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):

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 #:** _____

Information and Instructions

Massachusetts General Laws chapter 152 requires all employers to provide workers' compensation for their employees. Pursuant to this statute, an ***employee*** is defined as "...every person in the service of another under any contract of hire, express or implied, oral or written."

An ***employer*** is defined as "an individual, partnership, association, corporation or other legal entity, or any two or more of the foregoing engaged in a joint enterprise, and including the legal representatives of a deceased employer, or the receiver or trustee of an individual, partnership, association or other legal entity, employing employees. However the owner of a dwelling house having not more than three apartments and who resides therein, or the occupant of the dwelling house of another who employs persons to do maintenance, construction or repair work on such dwelling house or on the grounds or building appurtenant thereto shall not because of such employment be deemed to be an employer."

MGL chapter 152, §25C(6) also states that "**every state or local licensing agency shall withhold the issuance or renewal of a license or permit to operate a business or to construct buildings in the commonwealth for any applicant who has not produced acceptable evidence of compliance with the insurance coverage required**." Additionally, MGL chapter 152, §25C(7) states "Neither the commonwealth nor any of its political subdivisions shall enter into any contract for the performance of public work until acceptable evidence of compliance with the insurance requirements of this chapter have been presented to the contracting authority."

Applicants

Please fill out the workers' compensation affidavit completely, by checking the boxes that apply to your situation and, if necessary, supply sub-contractor(s) name(s), address(es) and phone number(s) along with their certificate(s) of insurance. Limited Liability Companies (LLC) or Limited Liability Partnerships (LLP) with no employees other than the members or partners, are not required to carry workers' compensation insurance. If an LLC or LLP does have employees, a policy is required. Be advised that this affidavit may be submitted to the Department of Industrial Accidents for confirmation of insurance coverage. **Also be sure to sign and date the affidavit.** The affidavit should be returned to the city or town that the application for the permit or license is being requested, **not** the Department of Industrial Accidents. Should you have any questions regarding the law or if you are required to obtain a workers' compensation policy, please call the Department at the number listed below. Self-insured companies should enter their self-insurance license number on the appropriate line.

City or Town Officials

Please be sure that the affidavit is complete and printed legibly. The Department has provided a space at the bottom of the affidavit for you to fill out in the event the Office of Investigations has to contact you regarding the applicant. Please be sure to fill in the permit/license number which will be used as a reference number. In addition, an applicant that must submit multiple permit/license applications in any given year, need only submit one affidavit indicating current policy information (if necessary) and under "Job Site Address" the applicant should write "all locations in _____(city or town)." A copy of the affidavit that has been officially stamped or marked by the city or town may be provided to the applicant as proof that a valid affidavit is on file for future permits or licenses. A new affidavit must be filled out each year. Where a home owner or citizen is obtaining a license or permit not related to any business or commercial venture (i.e. a dog license or permit to burn leaves etc.) said person is NOT required to complete this affidavit.

The Office of Investigations would like to thank you in advance for your cooperation and should you have any questions, please do not hesitate to give us a call.

The Department's address, telephone and fax number:

The Commonwealth of Massachusetts
Department of Industrial Accidents
Office of Investigations
1 Congress Street, Suite 100
Boston, MA 02114-2017

Tel. # 617-727-4900 ext 7406 or 1-877-MASSAFE
Fax # 617-727-7749
www.mass.gov/dia

Revised 7-2013

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Telephone: (617) 993-2664 Fax: (617) 993-2651

HOMEOWNER LICENSE EXEMPTION

DATE _____

JOB LOCATION _____
Number Street Address Section of Town

"HOMEOWNER" _____
Name Home Phone Work Phone

PRESENT MAILING ADDRESS (if different) _____

_____
City/Town State Zip Code

DEFINITION OF A 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.

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

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

HOMEOWNER'S SIGNATURE

_____

APPROVAL OF BUILDING OFFICIAL _____

Note: Three family dwellings 35,000 cubic feet, or larger, will be required to comply with State Building Code Section 116.0, Construction Control.

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

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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*** *included 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 three (3) 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. 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 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 Community Development Building Division 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.