



TOWN OF MERRIMAC, MASSACHUSETTS
INSPECTIONAL SERVICES DEPARTMENT
One or Two-Family Dwelling
BUILDING PERMIT APPLICATION
To Construct, Repair, Renovate Or Demolish

Building Permit Number:

This Section For Official Use Only

Date Applied: _____

Building Official (Print Name)

Signature

Date

SECTION 1: SITE INFORMATION

1.1 Property Address:

1.2 Assessors Map & Parcel Numbers

Map Number

Parcel Number

Is this an accepted street? yes _____ no _____

Tax Collectors Office

Taxes are current (M.G.L. c 40. § 57) :

1.3 Building Setbacks (ft)

Front Yard	Side Yards	Rear Yard

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

2.1 Owner of Record:

Name (Print)

City, State, ZIP

No. and Street

Telephone

Email Address

SECTION 3: DESCRIPTION OF PROPOSED WORK (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: _____

When substantial work is planned, provide the information below:

Total floor 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 _____

	Estimated Costs: (Labor and Materials)	Official Use Only
1. Building	\$ _____	Building Permit Fee: \$ _____ Check No. _____ Check Amount: _____ Cash Amount: _____ Called for pickup: _____ Building Permit Issue Date _____ <input type="checkbox"/> Plan Review Fee Required Amount \$ _____ Rec'd by: _____
2. Electrical	\$ _____	
3. Plumbing	\$ _____	
4. Mechanical (HVAC)	\$ _____	
5. Mechanical (Fire Suppression)	\$ _____	
6. Total Project Cost:	\$ _____	

SECTION 5: CONSTRUCTION SERVICES

5.1 Construction Supervisor License (CSL)

Name of CSL Holder

No. and Street

City/Town, State, ZIP

Telephone

Email address

License 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

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 FOR CONTRACTOR TO PERFORM WORK

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.

Owner's Signature

Date

SECTION 7b: CONTRACTOR SIGNATURE

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.

Contractor Signature

Date

SECTION 7c: HOMEOWNER PERFORMING OWN WORK

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

I, _____, as Owner or Authorized Agent understand that as the homeowner performing my own work, I waive any and all rights provided for in Section B, C and D of the Massachusetts State Building Code and further, I will comply with the Merrimac Zoning By-law requirements.

Print Name: _____ Date: _____

Signature: _____ Date: _____
(signed under the pains and penalties of perjury)

HOMEOWNER PERFORMING WORK:

- You must live at the home to perform your own work.
- You must sign Section 7C AND fill out the Worker's Comp. Affidavit.
- Application to be filled out completely, including setback information for work being performed outside the dwelling (siding/roof excluded).

CONTRACTOR PERFORMING WORK:

- Make sure section 7A is filled out by the homeowner, regardless of whether a contract is included.
- Application to be filled out completely.
- Worker's Comp. Affidavit required every time a permit is being taken out.
- A signed Mass. contract to be enclosed with company and homeowner signature.
- New Home: water and sewer permits, Mass. State Energy Code Compliance Checklist, 2 set of complete drawings stamped by the Fire Department must accompany this application.
- If installing a fireplace or solid fuel appliance, Manufacturer' Specs. must be included.
- All copies must accompany this permit. There is a cost of \$.25 per copy if not included.

INSPECTION REQUIREMENTS:

- Footings prior to concrete placement.
- Foundation walls prior to backfilling (perimeter drains and foundation sealing required).
- Rough framing prior to insulation (electric, plumbing and gas prior to rough inspection).
- Mechanical Inspection
- Insulation inspection.
- FINAL INSPECTIONS REQUIRED FOR ALL BUILDING PERMITS>
- Such occasions as the Building Inspector may designate.

***** Note: Any and all Re-inspection Fees will apply \$50.00**

Building Permit Application Checklist

Use this checklist as a guide in assembling documents necessary for your building permit application submittal package. Some items on the checklist may not be needed for repair, maintenance and small renovation projects. We may ask for additional information at time of review.

- Completed Building Permit Application
- Before submittal, take building permit application to Tax Collector's office for verification signoff that property taxes are current
- Obtain a new service authorization form from Light and Water Department.
- Obtain new service authorization form from Sewer Department; or alternately, obtain septic system plan approved from Board of Health.
- If private well, obtain potable water quality certification signoff Board of Health.
- Obtain a driveway permit (curb cut) from Highway Superintendent.
- Survey plot plan indicating proposed (and existing) structures with setbacks from the property line to the dimensional bounds of building, and other information required per zoning bylaw, sealed by Massachusetts R.L.S, or P.E.
- Two complete sets of construction drawings.
- Both sets of construction drawings reviewed and stamped by Merrimac Fire Department.
- Provide manufacturer's "cut sheets" keyed to the drawings, for all engineered structural components and assemblies.
- Prepared and sign Energy Compliance Report.
- Provide a valid copy of your Construction Supervisors License (CSL#) and/or Home Improvement Contractors Registration (HIC #) as applicable.
- Complete and sign Workers' Compensation Insurance Affidavit, or provide project insurance policy information (an insurance binder may be faxed to our office).
- Submit a copy of the Notification to Merrimac Conservation Commission; also include a copy of any determination or Orders of Condition regarding the proposed work site.
- In cases where a Variance or Special Permit has been granted, provided proof of recording the decision with the Registry of Deeds.