Dear Department Head,

If you have any concerns regarding the attached Building Permit Application, please note those concerns or objections below. If there are none, please indicate your approval by signing and dating the Application where indicated below.

Proposed Project: 

Project Location: 

Property Owner: 

I have reviewed the attached Building Permit Application, noted the following issues or concerns, and sited pertinent Massachusetts General Laws, Rules/Regulations, or Town of Millville Bylaws, whenever applicable.

Applicant must do the following:

Signature of Department Head, Board or Commission with noted concerns/objections.

APPROVALS

TOWN PLANNER: ___________________________ Date: ___________
BOARD OF HEALTH: ___________________________ Date: ___________
CONSERVATION COMM.: ___________________________ Date: ___________
FIRE DEPARTMENT: ___________________________ Date: ___________
HIGHWAY SURVEYOR: ___________________________ Date: ___________
BOARD OF ASSESSORS: ___________________________ Date: ___________
TREASURER/COLLECTOR: ___________________________ Date: ___________
BUILDING PERMIT APPLICATION
PROCEDURES AND CHECKLIST
FOR GARAGES AND ADDITIONS

(Application will NOT be accepted unless all boxes are checked)

☐ Completed and Signed Building Permit Application – completely filled out.

☐ Site Plan – Submit a site plan which shows the location of all the existing buildings and proposed structures, indicating distances from all property lines and from the location of the septic system.

THIS MUST BE REVIEWED BY THE BUILDING COMMISSIONER TO BE CERTAIN THAT ALL PROPOSED STRUCTURES MEET ALL ZONING REGULATIONS AND BYLAWS.

☐ Home Improvement Contractor Law Affidavit – The reconstruction, alteration, renovation, repair, modernization, conversion, improvement, removal, demolition or construction of an addition to any pre-existing, owner-occupied building containing at least one but not more than four dwelling units...or to structures which are adjacent to such residence or building, must be done by a registered contractor, with certain exceptions, along with other requirements. This Form must be completely filled out.

☐ Energy Code Compliance Worksheets – if applicable. Documentation must be submitted which shows compliance with the current version of the International Energy Conservation Code and Massachusetts Stretch Energy Code. Compliance may be obtained through the prescriptive building thermal envelope requirements or the performance options which are provided. Testing of the building envelope tightness and duct tightness will be required before occupancy.

☐ Conservation Commission – Any construction within 100 feet of a wetland will require that you obtain an approved “Order of Conditions” from the Conservation Commission. A plan detailing all work must be submitted along with a completed “Notice of Intent.”

☐ Fire Department – if applicable. The number, type, size, and location of all kinds of fire and smoke alarms and carbon monoxide detectors should be approved by the Fire Chief or his designee. A furnace permit must also be obtained from the Fire Department.

☐ Approvals of Town Departments – Sign-offs must be received on the form provided in the packet by the following Town Departments: Town Planner, Board of Health, Conservation Commission, Fire Department, Highway Surveyor, Board of Assessors and Treasurer/Collector.

☐ Workers Compensation Form – Form must be filled out, signed and submitted.
Debris Form – Form must be filled out, signed and submitted.

Special Permit or Variance Approval – if applicable – Copy must be provided with proof of recording at the Registry of Deeds.

**ONCE ALL OF THE ABOVE ITEMS ARE CHECKED OFF, BRING THIS CHECKLIST, COPIES OF ALL PLANS AND PERMITS, AND THE COMPLETED BUILDING PERMIT APPLICATION TO THE BUILDING COMMISSIONER FOR REVIEW. ONCE PERMIT IS ISSUED, PLEASE BE SURE OF THE FOLLOWING:**

Dig Safe – Notify Dig Safe 72 hours before beginning construction at 1-800-322-4844.

Signature Card – The Building Permit Signature Card must be present on the job site at all times. The schedule of inspections is as follows:

a. Electrical inspections after rough wiring and finish wiring;

b. Plumbing inspections after rough plumbing and after finish plumbing;

c. Building Inspector inspection after excavation, after foundation pour, after framing (after rough plumbing and rough wiring inspections have passed), after insulating, after wallboard, and when finished;

d. Fire Department inspections after fire/smoke alarms and carbon monoxide detectors are installed; and

e. Board of Health inspection when the septic system is excavated, components are in place, grading and stabilized. Certification and an as-built plan must be provided by the system designer, and installer must submit his certification.

**NOTE:** Separate Electrical, Plumbing and/or Gas permits are required for each type of work. These permits are not included in a Building Permit and must be taken out by licensed electricians and/or plumbers. Building Permit applications will be reviewed and acted on in a timely manner but incomplete or insufficient information will delay the review process.

******************************************************************************

**ADDITION:** Must conform to the front, rear, and side setback requirements for that particular zoning district.

Any building permit for an addition or renovation to an existing dwelling where there exists the potential of additional flow to the septic system shall be referred to the Board of Health for review.

**GARAGES:** If garage is attached, it must conform to the front, rear, and side setback requirements for that particular zoning district.
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  

TOWN of MILLVILLE  
This Section For Official Use Only

Building Permit Number: ___________________________  
Date Applied: ___________________________

Building Official (Print Name) ___________________________  
Signature ___________________________  
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)  
<table>
<thead>
<tr>
<th>Front Yard</th>
<th>Side Yards</th>
<th>Rear Yard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required</td>
<td>Provided</td>
<td>Required</td>
</tr>
</tbody>
</table>

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 Owner¹ of Record: NOTE: All corporations, LLC, Realty Trusts and other business entities must provide the name, address, phone number, and date of birth of all principals. If necessary use additional page.

Name (Print) ___________________________  
City, State, ZIP ___________________________

No. and Street ___________________________  
Telephone ___________________________  
Email Address ___________________________

SECTION 3: DESCRIPTION OF PROPOSED WORK² (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 Work²: ___________________________

SECTION 4: ESTIMATED CONSTRUCTION COSTS

<table>
<thead>
<tr>
<th>Item</th>
<th>Estimated Costs: (Labor and Materials)</th>
<th>Official Use Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Building</td>
<td>$</td>
<td>1. Building Permit Fee: $______ Indicate how fee is determined:</td>
</tr>
<tr>
<td>2. Electrical</td>
<td>$</td>
<td>□ Standard City/Town Application Fee</td>
</tr>
<tr>
<td>3. Plumbing</td>
<td>$</td>
<td>□ Total Project Cost² (Item 6) x multiplier _______ x _______</td>
</tr>
<tr>
<td>4. Mechanical (HVAC)</td>
<td>$</td>
<td>2. Other Fees: $______</td>
</tr>
<tr>
<td>5. Mechanical (Fire Suppression)</td>
<td>$</td>
<td>List:________________________________</td>
</tr>
<tr>
<td>6. Total Project Cost:</td>
<td>$</td>
<td>Total All Fees: $________</td>
</tr>
</tbody>
</table>

Check No. _______  Check Amount _____  Cash Amount: _______

□ Paid in Full  □ Outstanding Balance Due: _______
SECTION 5: CONSTRUCTION SERVICES

5.1 Construction Supervisor License (CSL)

<table>
<thead>
<tr>
<th>License Number</th>
<th>Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>List CSL Type (see below)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>U</td>
<td>Unrestricted (Buildings up to 35,000 cu. ft.)</td>
</tr>
<tr>
<td>R</td>
<td>Restricted 1&amp;2 Family Dwelling</td>
</tr>
<tr>
<td>M</td>
<td>Masonry</td>
</tr>
<tr>
<td>RC</td>
<td>Roofing Covering</td>
</tr>
<tr>
<td>WS</td>
<td>Window and Siding</td>
</tr>
<tr>
<td>SF</td>
<td>Solid Fuel Burning Appliances</td>
</tr>
<tr>
<td>I</td>
<td>Insulation</td>
</tr>
<tr>
<td>D</td>
<td>Demolition</td>
</tr>
</tbody>
</table>

No. and Street

City/Town, State, ZIP

Telephone Email address

5.2 Registered Home Improvement Contractor (HIC)

<table>
<thead>
<tr>
<th>HIC Registration Number</th>
<th>Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email address</td>
<td></td>
</tr>
</tbody>
</table>

| No. and Street |

City/Town, State, ZIP Telephone

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.

Owners Signature _____________________________ Date _________________

SECTION 7b: OWNER'S 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.

Owner/Agent Signature _____________________________ Date _________________

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:

<table>
<thead>
<tr>
<th>Total floor area (sq. ft.) (including garage, finished basement/attics, decks or porch)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gross living area (sq. ft.)</td>
</tr>
<tr>
<td>Number of fireplaces</td>
</tr>
<tr>
<td>Number of bathrooms</td>
</tr>
<tr>
<td>Type of heating system</td>
</tr>
<tr>
<td>Type of cooling system</td>
</tr>
</tbody>
</table>

3. "Total Project Square Footage" may be substituted for "Total Project Cost"
HOME IMPROVEMENT CONTRACTOR LAW AFFIDAVIT

MGL c.142A requires that the "reconstruction, alteration, renovation, repair, modernization, conversion, improvement, removal, demolition or construction of an addition to any pre-existing, owner-occupied building containing at least one but not more than four dwelling units...or to structures which are adjacent to such residence or building, must be done by a registered contractor, with certain exceptions, along with other requirements.

Type of Work: ________________________________

Estimated Cost: ______________________________

Address of Work: ______________________________

Owner Name: _________________________________

I hereby certify that Contractor Registration is not required for the following reason(s):

____ Work excluded by law
____ Job under $1,000
____ Building not owner-occupied
____ Owner pulling own permit
____ Other (specify) _______________________________

NOTICE IS HEREBY GIVEN THAT:

Owners pulling their own permit or dealing with unregistered contractors for applicable home improvement work do not have access to the arbitration program or guaranty fund available under MGL c.142A.

Signed under the penalties of perjury:

I hereby apply for a permit as the agent of the owner:

Date ______________________ Contractor Name ______________________ Registration No. ______________________

Notwithstanding the above notice, I hereby apply for the permit as the owner of the property:

Date ______________________ Owner Name ______________________
**Applicant Information**

**Name (Business/Organization/Individual):**

**Address:**

**City/State/Zip:**

**Phone #:**

**Type of project (required):**

- [ ] New construction
- [ ] Remodeling
- [ ] Demolition
- [ ] Building addition
- [ ] Electrical repairs or additions
- [ ] Plumbing repairs or additions
- [ ] Roof repairs
- [ ] Other

---

*Any applicant that checks box #1 must also fill out the section below showing their workers’ compensation policy information.*

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.] ¹
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. ¹
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.]

---

**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):**


**Contact Person:**

**Phone #:**
DEBRIS DISPOSAL AFFIDAVIT

As a result of the provisions of MGL c.40, s.54, I acknowledge that as a condition of this Building Permit all debris resulting from the construction activity and work governed by the Building Permit shall be disposed of at a properly licensed solid waste disposal facility as defined by MGL c.111, s.150A.

THE DEBRIS WILL BE DISPOSED OF:

IN: ________________________________
   {Location of Facility/Job Site}

BY: ________________________________
   {Dumpster Contractor/Disposal Company Name}

Signature of Applicant/Contractor

Date
Building Commissioner

HOMEOWNERS’ EXEMPTION ELIGIBILITY AFFIDAVIT

Job site address

I, ___________________________ (full legal name), born ___________________________ (month, day, year), hereby depose and state the following:

I am seeking a building permit pursuant to the homeowners’ exemption to the permit requirements of the Massachusetts State Building Code, codified at 780 CMR 110.R5.1.3.1, in connection with a project or work on a parcel of land to which I hold legal title.

I am not engaged in, and the project or work for which I am seeking the aforementioned homeowners’ exemption, does not involve the field erection of manufactured buildings constructed in accordance with 780 CMR 110.R3.

I qualify under the State Building Code’s definition of “homeowner” as defined at 780 CMR 110.R5.1.2: 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 home owner.

I do not hold a valid Massachusetts construction supervision license and, except to the extent that I qualify for and will abide by the Massachusetts State Building Code’s requirements for the supervision of the project or work on my parcel, I am not engaged in construction supervision in connection with any project or work involving construction, reconstruction, alteration, repair, removal or demolition involving any activity regulated by any provision of the Massachusetts State Building Code.

If I engage any other person or persons for hire in connection with the aforementioned project or work on my parcel, I acknowledge that I am required to and will act as the supervisor for said project or work.

110.R5.1.3.3 Municipal Requirements. No municipality shall be prohibited from requiring a license for those individuals engaged in directly supervising persons engaged in construction, reconstruction, alteration, repair, removal or demolition in those categories of building and structures for which 780 CMR 110.R5 does not require a license.

Signed under the pains and penalties of perjury on this ____ day of _____________, 20__.
GARAGES AND ADDITIONS

PLEASE INDICATE THE NEW SQUARE FOOTAGE OF YOUR PROPERTY AS OUTLINED BELOW:

ADDRESS: ____________________________

FIRST FLOOR: ____________________________

SECOND FLOOR: ____________________________

UNFINISHED ATTIC: ____________________________

UNFINISHED BASEMENT: ____________________________

FINISHED BASEMENT: ____________________________

GARAGE: ____________________________
WALL BRACING

To assure compliance with Section 5602.10 of the Massachusetts State Building Code, a Wall Bracing analysis is required. This analysis will show, at a minimum, the braced wall lines, the percentage of bracing in each line, and the method which is being utilized.

An analysis which falls outside of the prescriptive method will require an engineered solution.