



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



Town of Grafton  
 Building Department  
 30 Providence Road  
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APPLICATION TO CONSTRUCT, RENOVATE OR DEMOLISH A ONE OR TWO FAMILY DWELLING

This Section For Official Use Only

Building Permit Number: \_\_\_\_\_ Date Issued: \_\_\_\_\_

Signature: \_\_\_\_\_  
 Building Commissioner /Inspector of Buildings

SECTION 1 - SITE INFORMATION SECTION 2 - Construction Type: \_\_\_\_\_ Use group: \_\_\_\_\_

1.1 Property Address: \_\_\_\_\_  
 \_\_\_\_\_ Zip Code \_\_\_\_\_  
 1.2 Assessors Map & Parcel Number: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Map Number Lot/Parcel Number  
 Builder's Lot No \_\_\_\_\_ Block \_\_\_\_\_

1.3 Zoning Information: \_\_\_\_\_  
 Zoning District Proposed Use  
 1.4 Property Dimensions: \_\_\_\_\_  
 Lot Area (sf) Frontage (lf)

1.5 Building Setbacks (l.f.) Number of dwelling(s) \_\_\_\_\_

Front Yard		Side Yards (R/L)		Rear Yard	
Required	Provided	Required	Provided	Required	Provided
		/	/		

1.6 Water Supply (M.G.L. c. 40 s 54) Public  Private   
 1.7 Flood Information Zone \_\_\_\_\_ Outside Flood Zone   
 1.8 Sewage Disposal Information Municipal  On Site Disposal System

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

3.1 License Construction Supervisor:  
 Construction Supervisor: \_\_\_\_\_  
 Address \_\_\_\_\_  
 Signature \_\_\_\_\_ Telephone \_\_\_\_\_  
 Not Applicable   
 License Number \_\_\_\_\_  
 Expiration Date \_\_\_\_\_

3.2 Registered Home Improvement Contractor:  
 Company Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Signature \_\_\_\_\_ Telephone \_\_\_\_\_  
 Not Applicable   
 Registration Number \_\_\_\_\_  
 Expiration Date \_\_\_\_\_

**SECTION 4 - WORKERS' COMPENSATION INSURANCE AFFIDAVIT (M.G.L. c.152, S 25c(6))**

Workers Compensation 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 5a - DESCRIPTION OF PROPOSED WORK (Check all applicable)**

New Construction  Existing Building  Repairs  Alterations  Addition   
 Accessory Bldg.  Demolition  Foundation only  Other: \_\_\_\_\_

Brief Description of Work:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SECTION 5b - CONSTRUCTION DETAILS**

# Bedrooms _____	# Floors _____	# Garages _____	Total Decks & Porches _____ s.f.
1 <sup>st</sup> Floor _____ s.f.	2 <sup>nd</sup> Floor _____ s.f.	3 <sup>rd</sup> Floor _____ s.f.	
Garage _____ s.f.	Unfinish Bsmt _____ s.f.	Finished Bsmt _____ s.f.	Tot Living. Area S.F. _____

**SECTION 6 - ESTIMATED CONSTRUCTION COST**

Item	Cost	For Official Use Only	Amount
1. Building		(a) Building Permit Fee	
2. Electrical		Estimated Cost (Dollars)	
3. Plumbing		Building Permit Fees (a)+(b)	
4. Mechanical (HVAC)		Check Number	
5. Fire Protection			
Total= 1+2+3+4+5			

**SECTION 7a - OWNER AUTHORIZATION TO BE COMPLETED WHEN OWNERS AGENT OR CONTRACTOR APPLIES FOR BUILDING PERMIT**

Homeowner authorizing an agent to obtain the 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/AUTHORIZED AGENT DECLARATION**

Person obtaining the building permit

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.

Signed under the pains and penalties of perjury.

\_\_\_\_\_  
 Print Name

\_\_\_\_\_  
 Signature of Owner/Agent

\_\_\_\_\_  
 Date

**DESCRIPTIONS/COMMENTS:**

(Finished areas only)

1 <sup>st</sup> Floor s.f.
2 <sup>nd</sup> Floor s.f.
3 <sup>rd</sup> Floor s.f.
Finished Basement
Unfinished Basement:
Other:
Total s.f. Living Space.
Deck s.f.
Garage s.f.
Storage s.f.
<b>Fee based on B.O.C.A. fee schedule</b>
<b>Mechanical Permit # and Cost of Permit</b> _____ / \$ _____
<b>Building Permit &amp; Mechanical Permit</b> _____ + _____ = _____ <b>total</b>
<b>Automatic Sprinkler System Provided</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
<b>Market Rate</b> <input type="checkbox"/> <b>Affordable Rate</b> <input type="checkbox"/>
<b>Subdivision Name</b>

“780 CMR 5111.0 PERMITS 5111.1 Action on application: The building official shall examine or cause to be examined all applications for permits and amendments thereto within 30 days after filing thereof. If the application or the construction documents do not conform to the requirements of 780 CMR and all pertinent laws under the building official’s jurisdiction, the building official shall reject such application in writing, stating the reasons therefore. If the building official is satisfied that the proposed work conforms to the requirements of 780 CMR and all laws and ordinances applicable thereto, the building official shall issue a permit therefore.”

<b>NOTES:</b>	
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 <b><i>not</i></b> 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.

