

**TOWN OF GRAFTON**  
**INSPECTOR OF BUILDINGS**  
**30 PROVIDENCE ROAD**  
**GRAFTON, MASSACHUSETTS 01519**  
Tel 508-839-5335 x 190 Fax 1-508-839-4602  
buildingdept@grafton-ma.gov

Date: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Location \_\_\_\_\_

**Construction Control Party:**

Firm Name: \_\_\_\_\_

Responsible Party: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Tel No: \_\_\_\_\_ Fax No: \_\_\_\_\_

**SER Party:**

Firm Name: \_\_\_\_\_

Responsible Party: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Tel No: \_\_\_\_\_ Fax No: \_\_\_\_\_

**PROCEDURES FOR FILING CONTROL CONSTRUCTION APPLICATION**

Prior to the issuance of ANY BUILDING PERMIT (S), the following pages are to be completed and submitted to this office, unless the information is contained on the drawings.

A program for inspections and test in accordance with section 107.6 of the Massachusetts State Building Code 8<sup>th</sup> Edition is required before any building permit will be issued.

Reports are to be sent as they are completed, unless otherwise arranged with the Building Department. Failure to submit the necessary or required periodic inspection reports may result in a STOP WORK ORDER or denied the issuance of the CERTIFICATE OF USE AND OCCUPANCY.

NO FACSIMILE SIGNATURE OR STAMPS ARE ACCEPTABLE.

Prior to the issuance of any type of CERTIFICATE OF OCCUPANCY, a copy of all inspections and tests must have been submitted to the building official and the final report attached to this packet.

**SER: (Structural Engineer of Record MSBC Chapter 17)**

**CONSTRUCTION CONTROL**

PROJECT NUMBER: \_\_\_\_\_ PROJECT TITLE: \_\_\_\_\_

PROJECT LOCATION: \_\_\_\_\_

NAME OF BUILDING: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Responsible Party: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Tel No: \_\_\_\_\_ Fax No: \_\_\_\_\_

**IN ACCORDANCE WITH SECTION 107.6 OF THE MASSACHUSETTS STATE BUILDING CODE 8<sup>TH</sup> EDITION,**

I, \_\_\_\_\_ REGISTRATION NO. \_\_\_\_\_

BEING A REGISTERED PROFESSIONAL ENGINEER/ARCHITECT HEREBY CERTIFY THAT I HAVE PREPARED OR DIRECTLY SUPERVISED THE PREPARATION OF ALL DESIGN PLANS, COMPUTATIONS AND SPECIFICATIONS CONCERNING:

- ENTIRE PROJECT     ARCHITECTURAL     STRUCTURAL     MECHANICAL
- FIRE PROTECTION     ELECTRICAL     OTHER (SPECIFY) \_\_\_\_\_

FOR THE ABOVE NAMED PROJECT AND THAT, TO THE BEST OF MY KNOWLEDGE, SUCH PLANS, COMPUTATIONS AND SPECIFICATIONS MEET THE APPLICABLE PROVISIONS OF THE MASSACHUSETTS STATE BUILDING CODE, ALL ACCEPTABLE ENGINEERING PRACTICES AND ALL APPLICABLE LAWS AND ORDINANCES FOR THE PROPOSED USE AND OCCUPANCY. I FURTHER CERTIFY THAT I SHALL PERFORM THE NECESSARY PROFESSIONAL SERVICES IN ACCORDANCE WITH SECTION 1705 AND BE PRESENT ON THE CONSTRUCTION SITE ON A REGULAR AND PERIODIC BASIS, AS OUTLINED IN THE PROGRAM OF INSPECTIONS AND TESTS SUBMITTED, TO DETERMINE THAT THE WORK IS PROCEEDING IN ACCORDANCE WITH THE DOCUMENTS APPROVED FOR THE BUILDING PERMIT AND SHALL BE RESPONSIBLE FOR THE FOLLOWING AS SPECIFIED IN SECTION 107.6

1. Review, for conformance to the design concept, shop drawings, samples and other submittals which are submitted by the Contractor in accordance with the requirements of the construction documents.
  2. Review and approval of the quality control procedures for all code-required controlled materials.
  3. Be present at intervals appropriate to the stage of construction to become, generally familiar with the progress and quality of the work and to determine, in general, if the work is being performed in a manner consistent with the construction documents.
- Structural Tests and Inspections: Structural tests and inspection shall be provided in accordance with 780 CMR chapter 17  
Tests and Inspections of non-structural systems: Tests and inspections of non-structural systems shall be performed in accordance with applicable engineering practice standards or referenced standards listed in 780 CMR Massachusetts State Building Code 8<sup>th</sup> Edition

PURSUANT TO CHAPTER 17, I SHALL SUBMIT WHEN COMPLETED, A PROGRESS REPORT TOGETHER WITH INSPECTION RESULTS TO THE BUILDING DEPARTMENT. UPON COMPLETION OF THE WORK, I SHALL SUBMIT A FINAL REPORT AS TO THE SATISFACTORY COMPLETION AND READINESS OF THE PROJECT FOR OCCUPANCY.

Seal

SIGNATURE \_\_\_\_\_

SUBSCRIBED AND SWORN TO BEFORE ME THIS \_\_\_\_\_ DAY \_\_\_\_\_ OF 20 \_\_\_\_\_

NOTARY PUBLIC \_\_\_\_\_

MY COMMISSION EXPIRES \_\_\_\_\_



**Structural Engineer of Record (SER)**

To: Inspector of Buildings  
Town of Grafton  
30 Providence Road  
Grafton, MA. 01519

Date: \_\_\_\_\_

**Reports and Notices**

Firm Name \_\_\_\_\_

Responsible Person \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Tel No \_\_\_\_\_ Fax \_\_\_\_\_

**REQUIRED REPORTS AND NOTICES TO BUILDING OFFICIAL**

**As required under Chapter 17 The Structural Engineer of Record shall submit a program of structural inspections and tests. This is a condition for issuing the building permit.**

As required under chapter 17 of the Massachusetts State Building Code 8<sup>th</sup> Edition, the SER shall inspect and submit reports, on all tests and inspections as outlined in the program of inspections submitted for the building permit for projects of Controlled Construction.

I shall submit a written statement of work completion that is under my control, as required chapter 17 of the Massachusetts State Building Code 8<sup>th</sup> Edition for this project.

\_\_\_\_\_  
Signature of Architect/Engineer

\_\_\_\_\_  
Date

To: Inspector of Buildings

**STRUCTURAL ENGINEER OF RECORD**

**Program Of Inspections**

Massachusetts State Building Code 8<sup>th</sup> Edition Chapter 17

Date: \_\_\_\_\_

The following is a program of inspections and test to be performed on this project.

**TOWN OF GRAFTON  
INSPECTOR OF BUILDINGS  
30 PROVIDENCE ROAD  
GRAFTON, MASSACHUSETTS 01519**

Tel 1-508-839-5335 x 190

Fax 1-508-839-4602

E-Mail: buildingdept@town.grafton.ma.us

Date: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Location \_\_\_\_\_

Contractor Name: \_\_\_\_\_

Responsible Party: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Tel No \_\_\_\_\_ Fax No \_\_\_\_\_

**CONTRACTOR RESPONSIBILITIES**

IN ACCORDANCE WITH SECTION 1701.1.3 OF THE MASSACHUSETTS STATE BUILDING CODE I WILL PERFORM THE CONTRACTORS SERVICES REQUIRED AS FOLLOWS:

1. Execution of all work in accordance with the approved construction documents.
2. Execution and control of all methods of construction in a safe and satisfactory manner in accordance with all applicable local, state, and federal statutes and regulations.
3. Upon completion of the construction, he shall to the best of his knowledge and belief that such has been done in substantial accord with 780 CMR Massachusetts State Building Code 8<sup>th</sup> Edition.

\_\_\_\_\_  
Signature of responsible Party

SUBSCRIBED AND SWORN TO BEFORE ME THIS \_\_\_\_\_ DAY \_\_\_\_\_ OF 200 \_\_\_\_\_

NOTARY PUBLIC \_\_\_\_\_ MY COMMISSION EXPIRES \_\_\_\_\_

\_\_\_\_\_  
Complete construction documents

\_\_\_\_\_  
Signed/sealed construction documents

To: Inspector of Buildings  
Town of Grafton  
30 Providence Road  
Grafton, MA 01519

**STRUCTURAL ENGINEER OF RECORD**

ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 200\_\_\_\_\_

BEFORE ME; \_\_\_\_\_; A NOTARY PUBLIC DULY

COMMISSIONED AND QUALIFIED FOR THE COMMONWEALTH OF MASSACHUSETTS, PERSONALLY

APPEARED \_\_\_\_\_; WHO BEING DULY SWORN, DEPOSES AND SAYS THAT  
HE HAS SUPERVISED THE CONSTRUCTION IN ACCORDANCE WITH THE PROGRAM OF INSPECTIONS

SUBMITTED FOR THE BUILDING OF \_\_\_\_\_  
(Street Address)

\_\_\_\_\_ UNDER PERMIT # \_\_\_\_\_ AND THAT THIS  
(City or Town)

STRUCTURE CONFORMS TO THE SUBMITTED PLANS AND TO THE CODES OF \_\_\_\_\_  
(City or town)

AND THE COMMONWEALTH. FURTHER, THAT ALL RESULTS OF INSPECTIONS AND TESTS HAVE BEEN  
SUBMITTED, AND THERE ARE NO VIOLATIONS OF LAW OF THE DEPARTMENT OF PUBLIC SAFETY PENDING.

I, AS THE AFFIDAVIT ENGINEER AND/OR ARCHITECT HEREBY CERTIFY THAT I HAVE ON THIS

DATE \_\_\_\_\_ INSPECTED THE PROPERTY LOCATED AT

\_\_\_\_\_ AND FIND THAT THE LOCUS AND ITS  
(Street Address)

STRUCTURES COMPLY WITH MY PLANS AND ALL RULES AND REGULATIONS OF THE 780 CMR MASSACHUSETTS  
STATE BUILDING CODE 8<sup>TH</sup> EDITION

THEREFORE, I REQUEST A CERTIFICATE OF USE AND OCCUPANCY FOR THE ABOVE ADDRESS.

\_\_\_\_\_  
ORIGINAL SEAL & SIGNATURE

SUBSCRIBED AND SWORN TO BEFORE ME ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 200\_\_\_\_\_

\_\_\_\_\_  
(Notary Public)

MY COMMISSION EXPIRES \_\_\_\_\_

To: Inspector of Buildings  
Town of Grafton  
30 Providence Road  
Grafton, MA 01519

**Construction Control Party**

ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 200\_\_\_\_\_

BEFORE ME; \_\_\_\_\_; A NOTARY PUBLIC DULY

COMMISSIONED AND QUALIFIED FOR THE COMMONWEALTH OF MASSACHUSETTS, PERSONALLY

APPEARED \_\_\_\_\_; WHO BEING DULY SWORN, DEPOSES AND SAYS THAT

HE HAS SUPERVISED THE CONSTRUCTION (IN ACCORDANCE WITH THE PROVISIONS OF SECTION 116.2.2 OF

THE MASSACHUSETTS STATE BUILDING CODE OF \_\_\_\_\_

(Street Address)

UNDER PERMIT # \_\_\_\_\_ AND THAT THIS

(City or Town)

STRUCTURE CONFORMS TO THE SUBMITTED PLANS AND TO THE CODES OF \_\_\_\_\_

(City or town)

AND THE COMMONWEALTH.

FURTHER, THAT ALL RESULTS OF INSPECTIONS AND TESTS HAVE BEEN SUBMITTED, AND THERE ARE NO VIOLATIONS OF LAW OF THE DEPARTMENT OF PUBLIC SAFETY PENDING.

I. AS THE AFFIDAVIT ENGINEER AND/OR ARCHITECT HEREBY CERTIFY THAT I HAVE ON THIS

DATE \_\_\_\_\_ INSPECTED THE PROPERTY LOCATED AT

\_\_\_\_\_ AND FIND THAT THE LOCUS AND ITS

(Street Address)

STRUCTURES COMPLY WITH MY PLANS AND ALL RULES AND REGULATIONS OF THE 780 CMR MASSACHUSETTS STATE BUILDING CODE 8<sup>TH</sup> EDITION.

THEREFORE, I REQUEST A CERTIFICATE OF USE AND OCCUPANCY FOR THE ABOVE ADDRESS.

\_\_\_\_\_  
ORIGINAL SEAL & SIGNATURE

SUBSCRIBED AND SWORN TO BEFORE ME ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
(Notary Public)

MY COMMISSION EXPIRES \_\_\_\_\_

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Date: \_\_\_\_\_  
Project Name: \_\_\_\_\_  
Project Location \_\_\_\_\_  
Contractor Name: \_\_\_\_\_  
Responsible Party: \_\_\_\_\_  
Address: \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Tel No \_\_\_\_\_ Fax No \_\_\_\_\_

**CONTRACTOR RESPONSIBILITIES**

IN ACCORDANCE WITH SECTION 1701.1.2 OF THE MASSACHUSETTS STATE BUILDING CODE 8<sup>TH</sup> EDITION I HAVE PERFORMED THE CONTRACTORS SERVICES REQUIRED AND CERTIFIED TO THE BEST OF MY KNOWLEDGE AND BELIEF THAT ALL WORK HAS BEEN DONE IN SUBSTANTIAL ACCORD WITH 780 CMR 116.3 ITEMS 1 AND 2 AND WITH ALL PERTINENT DEVIATIONS SPECIFICALLY NOTED.

- 1. Execution of all work in accordance with the approved construction documents.*
- 2. Execution and control of all methods of construction in a safe and satisfactory manner in accordance with all applicable local, state, and federal statutes and regulations.*
- 3. Upon completion of the construction, he shall to the best of his knowledge and belief that such has been done in substantial accord with 780 CMR Massachusetts State Building Code 8<sup>th</sup> Edition*

\_\_\_\_\_  
Signature of responsible Party

SUBSCRIBED AND SWORN TO BEFORE ME THIS \_\_\_\_\_ DAY \_\_\_\_\_ OF 20 \_\_\_\_\_

NOTARY PUBLIC \_\_\_\_\_ MY COMMISSION EXPIRES \_\_\_\_\_

**Existing Buildings**

To: Inspector of Buildings  
Town of Grafton  
30 Providence Road  
Grafton, MA. 01519

Date: \_\_\_\_\_

**RESPONSIBILITY OF THE PERMIT APPLICANT**  
**For Alterations, Renovations, Additions and Repairs to existing buildings**

**In accordance with 2009 International Existing Building Code**

**104.2.1 Preliminary meeting.** When requested by the permit applicant or the *code official*, the *code official* shall meet with the permit applicant prior to the application for a construction permit to discuss plans for the proposed work or *change of occupancy* in order to establish the specific applicability of the provisions of this code.

**Exception:** *Repairs* and Level 1 *alterations*.

**104.2.1.1 Building evaluation.** The *code official* is authorized to require an *existing building* to be investigated and evaluated by a registered design professional based on the circumstances agreed upon at the preliminary meeting. The design professional shall notify the *code official* if any potential nonconformance with the provisions of this code is identified.

**105.3 Application for permit.** To obtain a permit, the applicant shall first file an application therefor in writing on a form furnished by the Department of Building Safety for that purpose. Such application shall:

1. Identify and describe the work in accordance with Chapter 3 to be covered by the permit for which application is made.
2. Describe the land on which the proposed work is to be done by legal description, street address, or similar description that will readily identify and definitely locate the proposed building or work.
3. Indicate the use and occupancy for which the proposed work is intended.
4. Be accompanied by construction documents and other information as required in Section 106.3.
5. State the valuation of the proposed work.
6. Be signed by the applicant or the applicant's authorized agent.
7. Give such other data and information as required by the *code official*.

The permit applicant shall submit a program of structural tests and inspections prepared by the SER as a condition for permit issuance. This program shall include a complete list of materials and work requiring structural tests and inspections, the inspections to be performed and a list of the individuals, approved agencies and forms intended to be retained for conducting such inspections.

SER:

Name \_\_\_\_\_

Firm \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Signature \_\_\_\_\_

Please attach list to this sheet