The Commonwealth of Massachusetts
Board of Building Regulations and Standards
Massachusetts State Building Code, 780 CMR, 8th edition
Building Permit Application To Construct, Repair, Renovate Or Demolish a One- or Two-Family Dwelling

Town of Grafton
Building Department
30 Providence Road
Tel: 508-839-5335 x 190
Fax: 508-839-4602
buildingdept@grafton-ma.gov

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.
1st Floor_____s.f.	2 nd Floor _____s.f.	3 rd Floor_____s.f.	
Garage _____s.f.	Unfinish Bsmt_____s.f.	Finished Bsmt____s.f.	Tot Living. Area S.F. _____0_____

SECTION 6 - ESTIMATED CONSTRUCTION COST

Item	Cost	For Official Use Only	Amount
1. Building	$0.00	(a) Building Permit Fee	
2. Electrical	$0.00	Estimated Cost (Dollars)	
3. Plumbing	$0.00	Building Permit Fees (a)+(b)	
4. Mechanical (HVAC)	$0.00	Check Number	
5. Fire Protection	$0.00		
Total= 1+2+3+4+5	$0.00		

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)

1st Floor s.f.
2nd Floor s.f.
3rd Floor s.f.
Finished Basement
Unfinished Basement:
Other:
Total s.f. Living Space. 0
Deck s.f.
Garage s.f.
Storage s.f.
Fee based on B.O.C.A. fee schedule
Mechanical Permit # and Cost of Permit _____/ $_____ **Building Permit & Mechanical Permit_____+_____=_____ total**
Automatic Sprinkler System Provided ☐ Yes ☐ No
Market Rate ☐ Affordable Rate ☐
Subdivision Name

"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."

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.

CHECKLIST FOR APPLICATION

1. p Zoning Application Included

2. p Signed contract between homeowner and the registered home improvement contractor subject to MGL c 142A
3. p In lieu of submitting a signed contract as the owner of record, the owner shall submit
Signed Affidavit for Home Improvement Contractor Required Contract Terms

4. p 3 Sets of plans for the building or structure

5. p Mechanical Application (If applicable)

6. p Site Plan prepared by Engineer or Registered Land Surveyor showing location of buildings or structure to lot lines also proposed location of new structures as per 780 CMR 110.10

7. p Sewer Department Approval or Approved Septic Plan

8. p Water District Approval Letter

9. p Well Water Quantity & Quality Approval certificate from the Board of Health

10. p Smoke Detector Application From The Fire Department

11. p Driveway Permit from The Highway Department (If applicable)

12. p Copies of Variances or Special Permits Granted by The Planning Board or Zoning Board of Appeals or any other Town Boards

13. p Worker's Compensation Certificate

14. p Insurance Binder from Insurance Company made out to the Town of Grafton

15. p Homeowner License Exemption (If applicable)

16. p Copy of Construction Supervisor License

	Type	Description
p	U	Unrestricted (up to 35,000 Cu. Ft.)
p	R	Restricted 1&2 Family Dwelling
p	M	Masonry Only
p	RC	Residential Roofing Covering
p	WS	Residential Window and Siding
p	SF	Residential Solid Fuel Burning Appliance Installation
p	D	Residential Demolition

17. p Copy of Home Improvement Registration (If applicable)

18. p Statement for disposal of debris (If applicable)

19. p Massachusetts Energy Compliance Report

20. p All monies due to the town must be paid (Certificate of Good Standing)

21. p Modular Homes: All of the above and see special requirements for Modular Home Written certification from the manufacturer for the person responsible for setting the units. Construction supervisor to obtain permit--homeowner cannot obtain the building permit

Building Notes: