



The Commonwealth of Massachusetts
 Board of Building Regulations and Standards
 Massachusetts State Building Code, 780 CMR – 9th Edition
 Building Permit Application To Construct, Repair, Renovate Or Demolish a
One- or Two-Family Dwelling

Town of Reading
 Building Department
 16 Lowell Street
 Reading, MA 01867
 781.942.6613

TO HELP EXPEDITE ISSUANCE OF A PERMIT, EMAIL ADDRESSES ARE REQUIRED

Two (2) hard copies of plans required with the application. An electronic version of the plan required – you can email ksaunders@ci.reading.ma.us

*If a Dumpster Permit is required, please submit the dumpster application at the same time as the building.
 *Conservation approves all outside projects – please contact the Administrator for approval at 781.942.6616

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)

Front Yard		Side Yards		Rear Yard	
Required	Provided	Required	Provided	Required	Provided

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 OWNERSHIP¹

2.1 Owner¹ of Record: - MUST SIGN APPLICATION

Name (Print) _____ Address for Service: _____ Email Address _____
 Signature _____ Home Telephone _____ Cell Telephone Number _____

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: _____

If roofing and siding job – how many squares: _____ (Total roof coverage cannot exceed 2 layers: 780 CMR 3609.10.3)

SECTION 4: ESTIMATED CONSTRUCTION COSTS

Item	Estimated Costs: (Labor and Materials)	Official Use Only
1. Building	\$ _____	1. Building Permit Fee: \$ _____ Indicate how fee is determined: <input type="checkbox"/> Standard City/Town Application Fee <input type="checkbox"/> Total Project Cost ³ (Item 6) x multiplier _____ x _____ 2. Other Fees: \$ _____ List: _____ _____ Total All Fees: \$ _____ Check No. _____ Check Amount: _____ Cash Amount: _____ <input type="checkbox"/> Paid in Full <input type="checkbox"/> Outstanding Balance Due: _____
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)

Print and Sign Name of CSL Holder _____

No. and Street _____

City/Town, State, ZIP _____

Business Telephone _____

Cell Number _____

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 _____

Business Telephone _____

HIC Registration Number _____

Expiration Date _____

Email Address _____

Cell Telephone Number _____

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.

Signature of Owner - *Must Sign Application* _____

Date _____

SECTION 7b: OWNER¹ 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.

Signature of Owner or Authorized Agent's Name _____

Date _____

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 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:

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 _____

3. "Total Project Square Footage" may be substituted for "Total Project Cost"



The Commonwealth of Massachusetts
 Department of Industrial Accidents
 1 Congress Street, Suite 100
 Boston, MA 02114-2017
 www.mass.gov/dia

Workers' Compensation Insurance Affidavit: Builders/Contractors/Electricians/Plumbers.
 TO BE FILED WITH THE PERMITTING AUTHORITY.

Applicant Information

Please Print Legibly

Name (Business/Organization/Individual): _____

Address: _____

City/State/Zip: _____ Phone #: _____

Are you an employer? Check the appropriate box:

1. I am an 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.]†
4. I am a homeowner and will be hiring contractors to conduct all work on my property. I will ensure that all contractors either have workers' compensation insurance or are sole proprietors with no employees.
5. 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.‡
6. 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.]

Type of project (required):

7. New construction
8. Remodeling
9. Demolition
10. Building addition
11. Electrical repairs or additions
12. Plumbing repairs or additions
13. Roof repairs
14. Other _____

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

† Homeowners who submit this affidavit indicating they are doing all work and then hire outside contractors must submit a new affidavit indicating such.

‡ Contractors that check this box must attached an additional sheet showing the name of the sub-contractors and state whether or not those entities have employees. If the sub-contractors have employees, they must provide their workers' comp. policy number.

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 MGL c. 152, §25A is a criminal violation-punishable by 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. 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):

1. Board of Health 2. Building Department 3. City/Town Clerk 4. Electrical Inspector 5. Plumbing Inspector

6. Other _____

Contact Person: _____ Phone #: _____



BUILDING INSPECTOR HOURS

Town Hall, 16 Lowell Street, Reading, MA 01867-2683

Phone: 781-942-6613 Fax: 781-942-9071

Daily Office Hours: Monday through Thursday: 7:00 – 8:30 AM &
Monday and Thursday: 12:30 – 1:30 PM

Building Permit Affidavit – Home Improvement Contractor Law

Notice is hereby given that homeowners applying for their own Building Permit or dealing with unregistered contractors for applicable home improvement work do not have access to the Arbitration Program or Guaranty Fund under Massachusetts General Laws (MGL) C.142.

The Massachusetts amendments to the International Building Code Ninth Edition: Code 780 CMR: Licensing of Construction Supervisors; 110.R5.1.3.1 (formally 780 CMR 108.3.5) – Individuals supervising persons engaged in construction, reconstruction, alteration, repair, removal or demolition involving any activity regulated by any provision of 780 CMR, shall be licensed in accordance with 780 CMR 11.R5. Individuals engaged in the supervision of the field erection of manufactured buildings in accordance with 780 CMR 110R3, shall be licensed construction supervisors.

Exception: Any homeowner performing work for which a building permit is required shall be exempt from the licensing provisions of CMR 780 110.R5, provided that if a homeowner engages a person(s) for hire to do such work, that such homeowner shall act as supervisor. The exception shall not apply to the field erection of a manufactured building constructed pursuant to 780 CMR 110.R3

Note: Any Licensed Construction Supervisor who contracts to do work for a homeowner shall be responsible for performing said work in accordance with 780 CMR and manufacture's recommendations, as applicable, whether or not the licensed contractor secured the permit for said work.

DEFINITION OF HOMEOWNER

For the purposes of 780 CMR The Massachusetts Amendments to the International Building Code Ninth Edition a **Homeowner** is defined as follows: Person(s) who owns a parcel of land on which he/she resides or intends to reside, on which there is, or intends 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 homeowner.

110.R5.1.3.2 Exemptions A Construction Supervisor's License is not required for:

1. construction of swimming pools, the erection of signs, or the erection of tents;
2. projects which are subject to construction control pursuant to Chapter 1 of the *International Building Code 2015* with Massachusetts Amendments (780 CMR 1.00);
3. agricultural buildings which are not open to the public or otherwise made available for public use;
4. *registered design professionals* provided such comply with the construction supervisor oversight requirements set forth in 780 CMR 110.R5 generally and 750 CMR 110.R5.2.12, as applicable;
5. Massachusetts certified *building officials*, provided such certification is current and they comply with the oversight requirements of 780 CMR 110.R5 generally and 780 CMR 110.R5.2.12, as applicable.
6. the practice of any trade licensed by agencies of the commonwealth (see M.G.L.c. 112, §81R), provided that any such work is within the scope of said license including, but not limited to wiring, plumbing gas fitting, fire protection systems, pipefitting, HVAC and refrigeration equipment.

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 R5* the BBRS does not require a license.

The undersigned **HOMEOWNER** assumes responsibility for compliance with the Massachusetts State Building Code Ninth Edition and other applicable codes, by-laws, rules and regulations AND certifies that he/she understands the Town of Reading Building Department minimum inspection procedures and requirements and that he/she will comply with said procedures and requirements.

OWNER NAME: _____ ADDRESS: _____

HAVING READ THE ABOVE NOTICE, I HEREBY APPLY FOR A BUILDING PERMIT AS THE OWNER OF THE ABOVE PROPERTY:

HOMEOWNER SIGNATURE

DATE



BUILDING INSPECTOR HOURS

Town Hall, 16 Lowell Street, Reading, MA 01867-2683

Phone: 781-942-6613 Fax: 781-942-9071

Daily Office Hours: Monday through Thursday: 7:00 – 8:30 AM
& Monday and Thursday: 12:30-1:30 PM

Construction Supervisor License Exemption for Homeowners

Date _____

Homeowner _____

Address _____ Phone _____

Massachusetts State Building Code Section 110.R5.1.3.1

Licensing of Construction Supervisors

Individuals supervising persons engaged in construction, reconstruction, alteration, repair, removal or demolition involving any activity regulated by any provision of 780 CMR, shall be licensed in accordance with 780 CMR 110.R5. Individuals engaged in the supervision of the field erection of manufactured buildings in accordance with 780 CMR 110.R3, shall be licensed as construction supervisors.

Exception: Any homeowner performing work for which a building permit is required shall be exempt from the licensing provisions of 780 CMR 110.R5, provided that if a homeowner engages a person(s) for hire to do such work, then such homeowner shall act as supervisor. This exception shall not apply to the field erection of a manufactured buildings constructed pursuant to 780 CMR 110.R3.

Note: Any Licensed Construction Supervisor who contracts to do work for a homeowner shall be responsible for performing said work in accordance with 780 CMR and manufacture's recommendations, as applicable, whether or not the licensed contractor secured the permit for said work.

For purposes of this section only, a "homeowner is defined as follows: For the purposes of 780 CMR The Massachusetts Amendments to the International Building Code Ninth Edition a **Homeowner** is defined as follows: Person(s) who owns a parcel of land on which he/she resides or intends to reside, on which there is, or intends 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 homeowner.

The undersigned "homeowner" assumes full responsibility for compliance with the State Building Code, other applicable codes, by-laws, regulations and the Town of Reading Building Department inspection procedures and requirements.

Homeowner Signature

Date

**SECTION R105.7 -
PLACEMENT OF PERMIT**

The building permit or copy thereof shall be kept on the site of the work and be posted conspicuously until the completion of the project.

**This means that work shall not start
until the permit is issued and posted at the site.**

**SECTION R105.3.1 -
ACTION ON APPLICATION**

The *building official* shall examine or cause to be examined applications for permits and amendments, and take action, within **30 days** of filing.

SECTION R105.5 - EXPIRATION

Every *permit* issued shall become invalid unless the work authorized by such *permit* is commenced within 180 days after its issuance, or if the work authorized by such *permit* is suspended or abandoned for a period of 180 days after the time work is commenced. The building official is authorized to grant, in writing, one or more extensions of time, for periods not more than 180 days each. The extension shall be requested in writing and justifiable cause demonstrated.

SECTION R110.1 - USE OF OCCUPANCY

No building or structure shall be used or occupied, and no change in the existing occupancy classification of a building or structure or portion thereof shall be made until the *building official* has issued a certificate of occupancy, therefor as provided herein.

Required Inspections

The Massachusetts State Building Code 9th Edition requires one (1) copy of the approved plans and specifications together with the work or building permit to be kept at the site/work area of operation at all times during the process of the work authorized by the BUILDING INSPECTOR. It is the responsibility of the person obtaining the permit to notify the BUILDING INSPECTOR when the work is ready for inspection and no work should be covered before it has been inspected and approved. Any changes to the approved plans will need to be submitted for approval by the BUILDING INSPECTOR.

Please see the Required Inspections Checklist.

- As Built plans may be required for new dwellings and additions .
- Final Inspection:** prior to permitted use and occupancy and after Plumbing, Gas, Electrical, Fire, Engineering, Health or Conservation work has been signed off and approved

- ALL** permits need a **FINAL** – the building permit will need to be submitted to the Building Department before scheduling a final inspection.

Contact Telephone Numbers

BUILDING INSPECTOR	781.942.6613
*ELECTRICAL INSPECTOR	781.942.6614
*PLUMBING/GAS INSPECTOR	781.942.6615
CONSERVATION ADMINISTRATOR	781.942.6616
HEALTH DEPARTMENT	781.942.9061
FIRE DEPARTMENT	781.942.3132
ENGINEERING DEPARTMENT	781.942.9082
DIG SAFE	888.344.7233

*The Electrical and Plumbing/Gas Inspector office hours are Monday - Thursday 7:00-8:00 a.m. – they schedule their own inspection.