



Hampshire Inspection Program

CHESTERFIELD GOSHEN HUNTINGTON MIDDLEFIELD WILLIAMSBURG

Paul F. Tacy, BUILDING COMMISSIONER
PHONE: (413) 296-0127
FAX: (413) 296-0147

APPLICATION - PERMIT TO ALTER

For ALL one and two family residential permits except new dwellings

The Commonwealth of Massachusetts--Board of Building Regulations and Standards
Massachusetts State Building Code, 780 CMR, 7th Edition (effective January 1, 2008)

All applications for building permits must include:

- Property Owner **MUST** sign applications or legible photocopy of job contract between property owner and general contractor, signed by both parties, will be accepted.
- Workers' Compensation Insurance Affidavit **MUST** be completed.
- Homeowner License Exemption **MUST** be signed by property owner
OR A photocopy of the responsible contractor's
CONSTRUCTION SUPERVISOR'S LICENSE &
HOME IMPROVEMENT CONTRACTOR REGISTRATION must be included.
- Sign off from Town Board of Health (if new bedroom is being created)

If permit is for any new building or any addition to an existing building:

***Including sheds, garages, decks, porches and replacement of existing structures**

- THREE SETS OF PLANS - clearly drawn & to scale -- Floor plan, elevations & framing sections (*In some cases, plans may also be required for interior renovations*)
- SITE PLAN - showing all dimensions to proposed work from all boundaries, location of well and septic system, driveway, other structures on lot and any wetlands
- SIGN OFF from Conservation Commission that they have reviewed project

NOTE:

All applications which will add new living space or that contain any energy-related building components must include verification of compliance with energy provisions of the Massachusetts State Building Code. This will involve calculations of energy efficiency of the structure. You can download the energy compliance program, RESCheck, at www.energycodes.gov/rescheck.

PERMIT FEE:

Do NOT send a permit fee with your application at this time. The fee will be assessed during application review, and you will be billed for the fee. When your payment is received, your building permit will be activated.

Completed applications may be submitted during office hours, or mailed to:

Hampshire Inspection Program
P.O. Box 175
Chesterfield, MA 01012

Office Hours:

Chesterfield - 422 Main Road (Davenport School Bldg): Mon, Tue, Wed - 8:45AM - 12:30PM
Huntington - Town Hall - Wednesday 7:30 PM

APPLICATION FOR PERMIT TO ALTER

Chesterfield Goshen Huntington Middlefield Williamsburg

***Location of work** (Street and Number): _____

***Check one:** ___Renovation ___Addition ___Outbuilding ___Demolition ___Wood Stove ___Other

***Briefly describe the work to be done:** _____

_____ *Cost of proposed work: \$ _____

*Dimensions: _____ *Square footage: _____

*Dimensions of new living space: _____ *Square footage: _____

(NATIVE LUMBER: A grade stamp from a Massachusetts certified mill is REQUIRED)

***LOT SIZE** (area in square feet): _____ ***FRONTAGE** (feet): _____

*Is this road a Public Private Other

*Flood Zone: _____ Outside Flood Zone?: *Water Supply (MGL c. 40 sec 54): Public Private

*Sewage Disposal System (check one): Municipal On site disposal system

* Will ANY part of this project be within 200 feet of ANY wetland area (see local compliance section below)? ___Yes ___No

*For new buildings or additions to existing buildings give the distance to lot lines as viewed from street

(please see reference chart for requirements):

Front: _____ Left: _____ Right: _____ Rear: _____

<u>TOWN</u>	<u>FRONT SETBACK</u>	<u>SIDE/REAR SETBACK</u>
Chesterfield	50 feet	20 feet
Goshen	30 feet	10 feet
Huntington	30 feet	20 feet
Middlefield	40 feet	40 feet
Williamsburg	40 feet	15 feet

***OWNER'S NAME:** _____ *Phone #1: _____ *Phone #2: _____

*Owner's MAILING address: _____ *Zip: _____

***CONTRACTOR'S NAME:** _____ *Phone #1: _____ *Phone #2: _____

*Contractor's MAILING address: _____ *Zip: _____

→ Photocopy of contractor's Mass. C. S. License and HIC registration must be included with each application

(THEY ARE NOT KEPT 'ON FILE')

*Construction Supervisor's License (CSL) #: _____ *Expiration Date: _____

*List CSL Type (see choices below): _____

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

*Home Improvement Contractor (HIC) registration #: _____ *Expiration Date: _____

In accordance with the provisions of MGL c.40, § 54, a condition of a Building Permit is that any debris resulting from this work shall be disposed of in a properly licensed solid waste disposal facility as defined by MGL c. 111, § 150a.

***The debris will be disposed of in _____**
(location of facility)

The undersigned certifies that the above statements are true to the best of his/her knowledge and belief, and that all work performed will comply with local zoning bylaws and the Massachusetts State Building Code. Signatures of an Owner AND Contractor below shall indicate that the Owner authorizes the Contractor to act as his/her agent in all matters concerning this permit.

***REQUIRED** - OWNER'S SIGNATURE _____ Date _____
CONTRACTOR'S SIGNATURE _____ Date _____

→SIGNATURES OF LOCAL COMPLIANCE←

The following have reviewed this application and approve relative to their areas of jurisdiction
CONSERVATION COMMISSION: _____ (required for ANY new construction)
BOARD OF HEALTH: _____ (required for added bedrooms)
OTHER: _____

HOMEOWNER LICENSE EXEMPTION

(Required when applicant is NOT a licensed contractor)

DEFINITION OF A HOMEOWNER:

Person(s) who own a parcel of land on which he/she resides or will reside, on which there is, or is intended to be, a one to three 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. Such homeowner shall submit to the Building Commissioner on this form that he/she shall be responsible for all such work performed under the building permit.

As acting Construction Supervisor, your presence on the job site shall be required from time to time, during and upon completion of the work for which the permit is issued.

Also be advised that with reference to GL Chapter 152 (Workers' Compensation) and Chapter 153 (Liability of Employers to Employees Laws Annotated), you may be liable for persons you hire to perform work for you under this permit.

As 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 Regulation 110.R6 and 110.R5, respectively.

The undersigned certifies that he/she qualifies as a Homeowner as defined above, and assumes responsibility for compliance with the Massachusetts State Building Code, state and local zoning laws, and Massachusetts General Laws Annotated.

Signature of Homeowner

FOR OFFICE USE ONLY:

PERMIT #: _____ Assessors' Map/Parcel: _____ / _____ Zoning Dist: _____
FEE: _____ Construction Type: _____ Use Group: _____
PROPOSED USE: _____ Date: _____
LS: _____ Unfin: _____ Gar: _____ Deck/Por: _____ other: _____

HAMPSHIRE INSPECTION PROGRAM

CHESTERFIELD~GOSHEN~HUNTINGTON~MIDDLEFIELD~WILLIAMSBURG

Please keep this section for your reference.

- ❖ If your application is received without all the necessary information for issuing a building permit, it will be promptly returned to you with a letter indicating what is needed.
- ❖ For a listing of what is needed to process and issue a building permit, please refer to the *front cover of this application*.
- ❖ If you need further information or assistance filling out this application, please call our office at (413)296-0127 during the hours listed above.

A NOTICE FROM THE BOARD OF ASSESSORS **TOWN OF GOSHEN**

The Town of Goshen Board of Assessors request that a set of building plans be brought to them prior to construction. Board of Assessors' office is open Wednesday evenings 6:30-8:30 pm

If you have any questions regarding this request, please direct to (413) 268-7856.

At the request of your local Police Department, we would like to remind everyone to keep your construction site secure.

There has been a rash of break-ins, with construction equipment being stolen.

Please be sure to keep all tools, supplies and equipment safe by locking them up or removing them when no one is on site.

**If you have any questions, please contact your local Police Department
Chesterfield - 296-4353 Huntington - 667-8868 Goshen - 268-3116
Middlefield - 442-0512 Williamsburg - 268-7237

RES Check

A compliance report for the MASSACHUSETTS ENERGY CODE
can be downloaded from the following web address:

www.energycodes.gov/rescheck

A NOTICE FROM THE CONSERVATION COMMISSION

TOWN OF WILLIAMSBURG

Building permit applicants are advised that any project that may be within wetland buffer zones or within 200 feet of a perennial stream or river should be approved by the community's Conservation Commission. The granting of a building permit does not confer or imply any approval with respect to wetland regulations. If there is a possibility that the project is within these jurisdictional areas, it is the responsibility of the applicant to file a Request for Determination of Applicability (WPA- Form 1) with the local Conservation Commission. This form is available from each Commission or online at the Massachusetts Department of Environmental Protection website.

	Chesterfield	Goshen	Huntington	Middlefield	Williamsburg
Board of Health	John Chandler 296-4004	Jackie Duda 268-8404	Brian Slayton 562-7286	Walter Smith 623-8769	Jackie Duda 268-8404
Zoning Board of Appeals	Beverly Sunderland 296-0032	Tom Vincent 268-3804	George Webb 667-3428	Peter Oligny 623-8320	Gerry Mann 268-9049
Planning Board	Alexandra Cherau 296-4573	Roger Culver 268-3316	Steve Hamlin 667-3346	Call Town Offices 623-2079	Roger Bisbee 268-3225
Conservation Commission	John Follett 634-0221	Sandra Papush 268-8244	Susan McIntosh 667-8893	Steve Cummings 623-5083	Tom Hodgkins 268-7805
Town Assessors	Kelly Hopkins 296-4010	Jim Lyons 268-7856	Sue Kellam 667-3501	623-8966	Margie Dunphy 268-8403
Electrical Inspector	Jack Lyons 296-4399	Curt Golec 320-1156	Bernie Battles 354-2337	Eric Main 623-2316	George Marney 584-0737
Plumbing Inspector	Don Lawton 268-7487	Don Lawton 268-7487	Tom Broga 354-6307	William Zeitler 655-8101	Don Lawton 268-7487
Fire Chief	David Hewes 296-4049	Sue Labrie 268-7161	Gary Dahill 667-3368	Larry Pease 623-5072	Don Lawton 268-7233
Highway Department	Ed Dahill 296-4727	John Zapka 268-7062	Wayne McKinney 667-3504	Keith Porter 623-5532	Bill Turner 268-8405
Assigned Street Number	Paul Tacy 296-0127	Steve Mollison 268-3241 268-7161	George Peterson 667-5510	Larry Pease 623-5072	Board of Assessors 268-8403

NOTICE

*Before signing the **Homeowner's License Exemption** be aware:*

- You will be personally responsible for all work on this project.
- You will be responsible to see that all work meets the Massachusetts Building Code.
- You must supervise all work.
- You will waive all rights to the Massachusetts Guaranty Fund.
- You will be the General Contractor of the project and a court of law will view you as such if you are sued, or if you should have a need to sue another party.
- Your subcontractors may lien your property.
- Any worker injured on your project may sue you if you don't carry Workmen's Compensation Insurance.
- Failure to carry Workmen's Compensation Insurance may result in criminal penalties, (i.e. fines and/or imprisonment).

This notice has been assembled because we have found that many who sign the Homeowner's License Exemption are not aware of the responsibilities of acting as General Contractor.