



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
Hampden
Revised
January 1, 2008

This Section For Official Use Only

Building Permit Number: _____ Date Applied: _____

Signature: _____
Building Commissioner/ Inspector of Buildings Date

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:

Name (Print) _____ Address for Service: _____
Signature _____ Telephone _____

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: _____

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 Licensed Construction Supervisor (CSL)

Name of CSL- Holder _____

Address _____

Signature _____

Telephone _____

License Number _____ Expiration Date _____

List CSL Type (see below) _____

Type	Description
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

5.2 Registered Home Improvement Contractor (HIC)

HIC Company Name or HIC Registrant Name _____

Address _____

Signature _____

Telephone _____

Registration Number _____

Expiration Date _____

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 _____

Date _____

SECTION 7b: OWNER¹ OR AUTHORIZED AGENT DECLARATION

I, _____, as Owner or Authorized Agent hereby declare that the statements and information on the foregoing application are true and accurate, to the best of my knowledge and behalf.

Print Name _____

Signature of Owner or Authorized Agent _____

Date _____

(Signed under the pains and penalties of perjury)

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.

2. When substantial work is planned, provide the information below:

Total floors 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
 Office of Investigations
 600 Washington Street
 Boston, MA 02111
 www.mass.gov/dia

Workers' Compensation Insurance Affidavit: Builders/Contractors/Electricians/Plumbers
Applicant Information **Please Print Legibly**

Name (Business/Organization/Individual): _____

Address: _____

City/State/Zip: _____ Phone #: _____

Are you an employer? Check the appropriate box:

- | | |
|--|---|
| <p>1. <input type="checkbox"/> I am an employer with _____ employees (full and/or part-time).*</p> <p>2. <input type="checkbox"/> I am a sole proprietor or partnership and have no employees working for me in any capacity. [No workers' comp. insurance required.]</p> <p>3. <input type="checkbox"/> I am a homeowner doing all work myself. [No workers' comp. insurance required.] †</p> | <p>4. <input type="checkbox"/> 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. ‡</p> <p>5. <input type="checkbox"/> 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.]</p> |
|--|---|

Type of project (required):

6. New construction
7. Remodeling
8. Demolition
9. Building addition
10. Electrical repairs or additions
11. Plumbing repairs or additions
12. Roof repairs
13. 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 Section 25A of MGL c. 152 can lead to the imposition of criminal penalties of 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. Be advised that 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 #: _____

PROCEDURE FOR OBTAINING A BUILDING PERMIT

The following is an outline of the steps that must be taken in order to secure a building permit, including the necessary supplementary permits or approvals, as may be required. The Board of Selectmen hopes that this procedure will eliminate confusion that might otherwise arise. Specific questions or a more in-depth review of a particular department's requirements may be discussed with each inspector. **To view our Zoning, Wetlands and General Bylaws, please visit our website at www.hampden.org. Please sign the bottom of this page to indicate that you have read this procedure.**

1. Application to Building Department

Complete the building permit application and submit to the Building Inspector with 2 sets of site plans prepared by a professional engineer or Registered Land Surveyor, along with the application fee, in accordance with Zoning Bylaw 8.1.3. If you have questions, contact:

Lance Trevallion: 566-2204

Lance Trevallion, Building Inspector

2. Planning Board

The application and plot plan will be submitted to the Planning Board. Petitioner will verify that this is a registered lot, with the proposed building meeting all zoning requirements. Call the **Planning Board at 566-2403** to be placed on the agenda of the next meeting.

Planning Board Chair

3. Ridgeline & Hillside

An application must be submitted for any area with a steep slope, unique landforms and elevation of 600' or greater.

Ridgeline and Hillside Chair

4. Highway Department / Driveways

If the driveway requires the crossing of an open ditch, contact the Highway Superintendent for sizing and proper installation of the culvert. When any new driveway is installed entering off of a paved roadway, the builder will be required to pave an apron from the edge of the pavement back to the front property line (usually 10-12 feet) at the driveway entrance in accordance with zoning bylaws. If a paved driveway entrance cannot be immediately installed then a tracking pad, construction of crushed stone, must be installed. If mud or debris is tracked onto the roadway, the property owner is responsible for the clean up. Call the **Highway Supt. at 566-8842 for any questions.**

Dana Pixley, Highway Supt.

5. Conservation Commission

Verify with this Board if your property or part of your property is in or near the Wetlands Area. If you have questions, call **595-0004**.

Conservation Commission Chair

6. Excavation

The property owner or builder is responsible for installing hay bales and silt fences to prevent the erosion of the property, in the event of rain as a safety precaution, before any work is performed. The owner is also liable for damage and clean up costs to the roadway, abutting properties, drainage system, and streams.

Conservation Commission

7. Percolation Test

Year-round testing. The Owner/Engineer completes an application and pays the fee to the Board of Health and arranges an appointment for a percolation test with the Board of Health Agent. Massachusetts Title V regulations apply. Contact the **Board of Health at 566-2152** for more information.

Lorri McCool, B.O.H. Agent

8. Well Permit

Licensed well installer submits completed application and fee to the **Board of Health** for review and approval. The application must include a copy of a scale plan (1"-40") of the property to be served by the well. Show all existing and proposed structures, surface water drains, fountain drains, sewage disposal systems, potential water sources of pollution and all surface water bodies (ponds, streams, brooks) within a 150-foot radius of the proposed well site, including overlap onto other properties.

Lorri McCool, B.O.H. Agent

9. Well Installation

After the well is installed, the installer must file a Well Water Completion report with the **Board of Health**. The property owner must then have the water tested, with results sent to the **Board of Health**.

Lorri McCool, B.O.H. Agent

10. Disposal Works Construction Permit Application / Water Test on file with B.O.H. Date: _____

Engineer submits Disposal Works Construction Permit, signed and stamped by the engineer, signed and dated by the owner, and applicable fee paid to the **Board of Health** for review and approval. An approved septic permit shall expire three (3) years from the date of issue according to Title V regulations. New Construction: minimum of 1500 gallons for septic tank. For homes with garbage disposal, size of septic tank should be a minimum of 1500 gallons and should have 2 compartments.

Lorri McCool, B.O.H. Agent

11. Septic Installation

Septic Installer must be licensed by the Town of Hampden and must notify the **Board of Health** before installation begins. All work must comply with Title V regulations. The installer is to contact the Board of Health agent to schedule final inspection. The Board of Health agent and Design Engineer must inspect installation before system is covered.

Lorri McCool, B.O.H. Agent

12. Septic Compliance

The engineer and installer must sign Certificate of Compliance and submit an "As Built" drawing of the system installed, with the distances from permanent structures (such as the house) to the system components, after the final inspection and submit it to the **Board of Health**. The Board of Health will not issue a Certificate of Compliance until it is in receipt of the engineer / installer signed certificate.

Lorri McCool, B.O.H. Agent

13. Building Department

Building plans must be submitted to the Building Inspector for review. A building permit will not be issued until all prior steps have been successfully gone through. The permit is valid for three (3) years from date of issue. Construction work must begin within six (6) months of receiving building permit, and work must be finished within three (3) years. If you have questions contact: **Mark Feeney: 566-2204**

Lance Trevallion, Building Inspector

14. Electrical, Plumbing, Gas, Oil Burner, Smoke Detector, and Wood Stove Permits

Requests for the above permits are to be submitted to the Building Department, with the necessary fee. The applicant contacts the appropriate inspector with the inspection request. An Occupancy permit will be issued only after the Building Inspector checks with other inspectors to make sure all the above procedures have been completed, as well as insuring that the house number is permanently found on the property and easily readable from the street.

Electrical Inspector – Gary Courtney: 566-2204 /Plumbing Inspector – Michael Ford: 330-0190 /Fire Permit – Peter Hatch: 566-3314

Lance Trevallion, Building Inspector

15. Additions/ Renovations to Existing Homes

For additional bedroom construction or home renovation, which will result in a change of footprint, the homeowner must submit plans to the Board of Health for review. If the homeowner does not have existing septic plans, a Title 5 inspection will be required.

Lorri McCool, B.O.H. Agent

2 BR homes: If a home is designed for only 2 bedrooms, the homeowner cannot add additional rooms by enlarging the septic system. Homeowner must check with the Registry of Deeds in Springfield for any deed restriction.

Applicant's Signature

Date

Information and Instructions

Massachusetts General Laws chapter 152 requires all employers to provide workers' compensation for their employees. Pursuant to this statute, an *employee* is defined as "...every person in the service of another under any contract of hire, express or implied, oral or written."

An *employer* is defined as "an individual, partnership, association, corporation or other legal entity, or any two or more of the foregoing engaged in a joint enterprise, and including the legal representatives of a deceased employer, or the receiver or trustee of an individual, partnership, association or other legal entity, employing employees. However the owner of a dwelling house having not more than three apartments and who resides therein, or the occupant of the dwelling house of another who employs persons to do maintenance, construction or repair work on such dwelling house or on the grounds or building appurtenant thereto shall not because of such employment be deemed to be an employer."

MGL chapter 152, §25C(6) also states that "every state or local licensing agency shall withhold the issuance or renewal of a license or permit to operate a business or to construct buildings in the commonwealth for any applicant who has not produced acceptable evidence of compliance with the insurance coverage required." Additionally, MGL chapter 152, §25C(7) states "Neither the commonwealth nor any of its political subdivisions shall enter into any contract for the performance of public work until acceptable evidence of compliance with the insurance requirements of this chapter have been presented to the contracting authority."

Applicants

Please fill out the workers' compensation affidavit completely, by checking the boxes that apply to your situation and, if necessary, supply sub-contractor(s) name(s), address(es) and phone number(s) along with their certificate(s) of insurance. Limited Liability Companies (LLC) or Limited Liability Partnerships (LLP) with no employees other than the members or partners, are not required to carry workers' compensation insurance. If an LLC or LLP does have employees, a policy is required. Be advised that this affidavit may be submitted to the Department of Industrial Accidents for confirmation of insurance coverage. **Also be sure to sign and date the affidavit.** The affidavit should be returned to the city or town that the application for the permit or license is being requested, **not** the Department of Industrial Accidents. Should you have any questions regarding the law or if you are required to obtain a workers' compensation policy, please call the Department at the number listed below. Self-insured companies should enter their self-insurance license number on the appropriate line.

City or Town Officials

Please be sure that the affidavit is complete and printed legibly. The Department has provided a space at the bottom of the affidavit for you to fill out in the event the Office of Investigations has to contact you regarding the applicant. Please be sure to fill in the permit/license number which will be used as a reference number. In addition, an applicant that must submit multiple permit/license applications in any given year, need only submit one affidavit indicating current policy information (if necessary) and under "Job Site Address" the applicant should write "all locations in _____ (city or town)." A copy of the affidavit that has been officially stamped or marked by the city or town may be provided to the applicant as proof that a valid affidavit is on file for future permits or licenses. A new affidavit must be filled out each year. Where a home owner or citizen is obtaining a license or permit not related to any business or commercial venture (i.e. a dog license or permit to burn leaves etc.) said person is NOT required to complete this affidavit.

The Office of Investigations would like to thank you in advance for your cooperation and should you have any questions, please do not hesitate to give us a call.

The Department's address, telephone and fax number:

The Commonwealth of Massachusetts
Department of Industrial Accidents
Office of Investigations
600 Washington Street
Boston, MA 02111

Tel. # 617-727-4900 ext 406 or 1-877-MASSAFE

Fax # 617-727-7749

www.mass.gov/dia