

	CITY OF MELROSE Building Permit Application To Construct, Repair, Renovate Or Demolish a <i>One- or Two-Family Dwelling</i>	FOR MUNICIPALITY USE As of 9/19/13
This Section For Official Use Only		
Building Permit Number: _____		Date Applied: _____
_____ Building Official (Print Name) Signature Date		
SECTION 1: SITE INFORMATION		
1.1 Property Address:		1.2 Zoning Information:
1.1a Is this an accepted street? yes _____ no _____		_____ Zoning District Proposed Use
1.5 Building Setbacks (ft)		
Front Yard		Side Yards
Required	Provided	L Required R
/	/	/
1.6 Water Supply: (M.G.L c. 40, §54)		1.7 Flood Zone Information:
Public <input type="checkbox"/>	Private <input type="checkbox"/>	Zone: _____ Outside Flood Zone? _____ Check if yes <input type="checkbox"/>
		1.8 Sewage Disposal System:
		Municipal <input type="checkbox"/> On site disposal system <input type="checkbox"/>
SECTION 2: PROPERTY OWNERSHIP¹		
2.1 Owner¹ of Record:		
_____ Name (Print) ** <u>Owner's Signature</u> : 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		
_____ No. and street City State ZIP		
_____ Telephone Cell # (Print) Email Address		
SECTION 3: DESCRIPTION OF PROPOSED WORK² (check all that apply)		
New Construction <input type="checkbox"/>	Existing Building <input type="checkbox"/>	Owner-Occupied <input type="checkbox"/>
Demolition <input type="checkbox"/>	Accessory Bldg. <input type="checkbox"/>	Repairs(s) <input type="checkbox"/>
		Alteration(s) <input type="checkbox"/>
		Addition <input type="checkbox"/>
Number of Units _____ Other <input type="checkbox"/> Specify: _____		
PRINT a Brief Description of Work ² : _____ _____ _____ _____ _____		
SECTION 4: ESTIMATED CONSTRUCTION COSTS		
Item	Estimated Costs: (Labor and Materials)	Official Use Only
1. Building	\$ _____	1. Building Permit Fee(\$12 per thousand): \$ _____
2. Electrical	\$ _____	2. Admin Fees: \$15.00 \$ _____
3. Plumbing	\$ _____	3. Dumpster Fee (\$35 if required) \$ _____
4. Mechanical (HVAC)	\$ _____	4. Total All Fees: \$ _____
5. Mechanical (Fire Suppression)	\$ _____	Check No. _____ Check Amount: _____
6. Total Project Cost:	\$ _____	<input type="checkbox"/> Paid in Full <input type="checkbox"/> Outstanding Balance Due: _____

SECTION 5: CONSTRUCTION SERVICES**5.1 Construction Supervisor License (CSL)**

(Print) Name of CSL Holder

No. and Street

City/Town, State, ZIP

Cell#

Telephone#

Construction Supervisor Signature

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)

(Print) HIC Company Name or HIC Registrant Name

No. and Street

City/Town, State, ZIP

Telephone

HIC Registration Number

Expiration Date

HIC Holders Signature

Email address

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 (print name) _____ to act on my behalf, in all matters relative to work authorized by this building permit application.

Print Owner's Name

/

Signature

Date

SECTION 7b: OWNER¹ OR AUTHORIZED AGENT DECLARATION OR CSL HOLDER

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's or Authorized Agent's/ CSL Holder 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

In accordance with M.G.L. c. 40 §54A. A condition of this permit is that all debris resulting from this work shall be disposed of in a licensed waste facility as defined by M.G.L. c. 111 §150A. *Dumpster on site _____ OR removed off

site _____. *Dumpster Co. Name _____. Address _____