



## TOWN OF HAMILTON BUILDING PERMIT APPLICATION

This Application is not a permit. The completed application must be submitted to the Inspector of Buildings for his examination and plan review. You are required to complete each Section of this Application. Please print or type clearly.

1. **PROPERTY ADDRESS:** \_\_\_\_\_

2. **ASSESSMENT INFORMATION:** MAP: \_\_\_\_\_ LOT: \_\_\_\_\_ ZONING DISTRICT: \_\_\_\_\_

3. **APPLICANT(S) NAME:** \_\_\_\_\_

*(The applicant is the person completing the application)*

### 4. **OWNER**

OWNER(S) NAME: \_\_\_\_\_

OWNER(S) ADDRESS IF DIFFERENT THAN PROPERTY ADDRESS:

STREET: \_\_\_\_\_

STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

OWNER(S) PHONE NUMBER: (\_\_\_\_) \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

OWNER(S) SIGNATURE: \_\_\_\_\_

### 5. **CONTRACTOR**

COMPANY NAME: \_\_\_\_\_

NAME OF PERSON RESPONSIBLE FOR CONSTRUCTION: \_\_\_\_\_

COMPANY OFFICE ADDRESS: STREET: \_\_\_\_\_

STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

COMPANY/OFFICE PHONE NUMBER: \_\_\_\_\_

PHONE NUMBER OF PERSON RESPONSIBLE FOR CONSTRUCTION: (\_\_\_\_) \_\_\_\_\_

CSL LICENSE #: \_\_\_\_\_ H.I.C. #: \_\_\_\_\_

CONTRACTOR'S SIGNATURE: \_\_\_\_\_

Please include copies of your license and your General Liability Insurance Certificate with each application.

**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 MGL 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.**

**6. BRIEF DESCRIPTION OF WORK:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**7. ESTIMATE OF JOB COST: \$ \_\_\_\_\_**

**8. FLOOD ZONE INFORMATION (YOU CAN OBTAIN THIS ON THE FEMA WEB SITE: <https://msc.fema.gov/portal>)**

IS THE PROPERTY LOCATED IN A FLOOD ZONE? (Yes/No) \_\_\_\_\_ IF YES, IDENTIFY THE ZONE: \_\_\_\_\_

**9. COMMERCIAL PROPERTIES**

*(TO BE DONE IF PROPERTY IS NOT A SINGLE-FAMILY PROPERTY OR LESS THAN FOUR UNITS. IF NOT APPLICABLE GO TO NEXT SECTION)*

*(CIRCLE ONE)*

- A. CHURCH/RELIGIOUS    B. OFFICE/BANK    C. SCHOOL/EDUCATIONAL    D. STORES/MERCANTILE
- E. APARTMENT BUILDING/MULTI-FAMILY    F. RESTAURANT    G. OTHER \_\_\_\_\_

**10. WATER SUPPLY**                      WELL \_\_\_\_\_ TOWN \_\_\_\_\_

**11. SCENIC ROADS**

Is the property located on a designated Scenic Road? (Yes/No) \_\_\_\_\_

The scenic roads act provides for limited protection of certain designated scenic roads, as approved by the Hamilton Town Meeting. Removal of tress or stone walls in the process of paving or maintaining such roads requires Public Hearing and Planning Board approval. The Hamilton Scenic Roads are shown on the Zoning Map: **Winthrop Street, Highland Street, Goodhue Street, Cutler Road, Garden Street, Moulton Street, Sagamore Street, Bridge Street, Miles River Road and Chebacco Road.**

**12. HISTORIC DISTRICT**

Is the property a Historic Property? (Yes/No) \_\_\_\_\_

If the property is located on Bay Road you should refer to the Historic District Map to determine if the property is a Historic Property. A link to the map may be found on the Historical District Commission web page on the Town web site: [hamiltonma.gov](http://hamiltonma.gov) or by contacting the Building Department. If you determine the property is consider to be a Historic Property you must complete an Application for Certificate of Appropriateness Form which may be found on the web site.

**13. MAIL PERMIT TO: (CIRCLE ONE)**

PROPERTY ADDRESS      CONTRACTOR'S ADDRESS      OWNER'S ADDRESS

**IF THE APPLICANT REQUESTS THE JOB WEATHER CARD FOR THE BUILDING PERMIT TO BE MAILED TO AN ADDRESS OTHER THAN THE CONTRATOR OR THE OWNER PLEASE WRITE ADDRESS AND EXPLAIN RELATIONSHIP/REASON:**

\_\_\_\_\_

**14. DISPOSAL OF DEBRIS: \_\_\_\_\_**

*(Dumpster Permit required from Fire Department for over 6 cubic yards)*

**15. STRETCH CODE COMPLIANCE**

Does the proposed work require Compliance with the Stretch Code? (Yes/No) \_\_\_\_\_

If the response was "YES", please complete enclosed form regarding HERS Rating/Stretch Code.

If you determine the proposed work is exempt you must be able to explain why the proposed work is exempt. If you are a homeowner doing work on your own you may visit the State web site to find out more information regarding the Stretch Code and HERS Index Ratings.

Some Information about HERS and the Stretch Code

HERS stands for 'Home Energy Rating System,' and is a national standard that uses information on the design of the energy systems in a home to calculate, via computer modeling, the average energy needs of that home and give it a rating score.

If a small renovation involved replacing a couple of windows and opening part of a wall cavity, then those new windows and wall cavity would have to be brought up to the stretch code. Improving a kitchen or bathroom would not trigger required changes to the rest of the home such as attic insulation or a new heating system. As part of the HERS rating, the home will be tested for air leakage and under both the base and the stretch code homes with heating and cooling ducts may also have those tested for leakage. Combined with the Energy Star Qualified Homes Thermal Bypass Checklist, the HERS rater, builder, and Inspector of Buildings can have confidence that the completed homes really are energy efficient.

COMMERCIAL PROPERTIES - New buildings, and new additions to existing buildings covered by the commercial energy code, that are greater than 5,000 ft2 in size are covered by the stretch code appendix. New commercial buildings smaller than 5,000 square feet, as well as renovation to existing commercial buildings are exempt from the stretch code and remain covered by the base energy code.

HISTORIC HOMES - Both the stretch code and the base energy code exempt historic buildings listed in state or national registers, or designated as a historic property under local or state designation law or survey, or with an opinion or certification that the property is eligible to be listed.

SOME EXEMPTIONS: Storm windows installed over existing windows and doors. 2. Repairs to an existing sash and frame. 3. Existing ceiling, wall or floor cavities, of the building envelope, exposed or accessible during construction provided that any empty cavities are filled with insulation that meets or exceeds an R value of R - 3.5/inch. 4. Reroofing or residing over uninsulated roofs or walls where the sheathing is not exposed. 5. Replacement of existing doors that separate conditioned space from the exterior shall not require the installation of a vestibule or revolving door, provided, however, that an existing vestibule that separates a conditioned space from the exterior shall not be removed, 6. Alterations that replace less than 50 percent of the luminaires in a space, provided that such alterations do not increase the installed interior lighting power. 7. Alterations that replace only the bulb and ballast within the existing luminaires in a space provided that the alteration does not increase the installed interior lighting power.

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**16. WORKERS' COMPENSATION INSURANCE AFFIDAVIT (M.G.L. c. 152. § 25C (6))**

A Workers' Compensation Insurance Affidavit from the MA Department of Industrial Accidents 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. This requirement also pertains to owners doing the work themselves.

Is a signed Affidavit submitted with this application? (Yes/No) \_\_\_\_\_

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**17. Check all that apply in the two rows below:**

\_\_\_\_\_ New Construction

\_\_\_\_\_ Existing Building    \_\_\_\_\_ Repair    \_\_\_\_\_ Alteration    \_\_\_\_\_ Addition    \_\_\_\_\_ Demolition

\_\_\_\_\_ Change of Use    \_\_\_\_\_ Change of Occupancy    \_\_\_\_\_ Other Specify: \_\_\_\_\_

**18. CONSTRUCTION OF A NEW DWELLING, AN ADDITION, A GARAGE, OR AN ACCESSORY BUILDING**

Application must be accompanied by two (2) sets of working drawings, drawn to scale with sufficient clarity and detail to show the nature of work and compliance with Massachusetts State Building Code. All plans shall include but not be limited to:

**All Building Permit Applications must be accompanied by two (2) copies of a site plan drawn to a suitable scale and contain the following:**

- ✓ Name and address of the Owner and the Applicant
- ✓ Date
- ✓ Graphic Scale and North Arrow
- ✓ The graphically accurate shape, size, and location of the lot to be built upon
- ✓ A locus plan showing the lot's relation to abutting streets
- ✓ The graphically accurate shape, size, height and location of any buildings to be erected, altered or removed, including setbacks from lot lines
- ✓ The accurate size and location of existing buildings
- ✓ The accurate location of the septic system or accompanied by an approved septic system plan
- ✓ Required off-street parking and loading space, existing and proposed
- ✓ Location of any required screening
- ✓ All applications must be signed by the owner. In the case of leased land or a signed Purchase and Sales Agreement, the signature of the owner and the applicant are both required
- ✓ Any other information which may be required by the Inspector of Buildings or the Planning Board
- ✓ Checklist for Construction Documents (if applicable) This checklist is the last page of this packet.

**19. DEMOLITION (IF NOT APPLICABLE GO TO NEXT SECTION)**

For the demolition of structures the building permit applicant shall attest that utility and other service connections are properly addressed to ensure for public safety.

For the above described property, the following action was taken:

- |                       |                              |                             |   |                              |                             |
|-----------------------|------------------------------|-----------------------------|---|------------------------------|-----------------------------|
| Water Shut Off?       | Yes <input type="checkbox"/> | No <input type="checkbox"/> | Provider notified and Release obtained? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Gas Shut Off?         | Yes <input type="checkbox"/> | No <input type="checkbox"/> | Provider notified and Release obtained? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Electricity Shut Off? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | Provider notified and Release obtained? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Historic Commission?  | Yes <input type="checkbox"/> | No <input type="checkbox"/> | Provider notified and Release obtained? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

**20.**

I/We \_\_\_\_\_ as the Owner of the subject property hereby authorize \_\_\_\_\_ to act on behalf, in all matters relative to work authorized by this building permit.

\_\_\_\_\_  
*Signature of Owner*

\_\_\_\_\_  
*Date*

**21.** 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.

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Date*

**BUILDING PERMIT FEES**

**Figure Square Footage, and multiply by the appropriate sq. ft. amount**

- New Dwellings and Additions - Based on construction cost per square foot - \$100.00 per square foot
- Garages - Based on construction cost per square foot - \$50.00 per square foot
- Porches & Decks - Based on construction cost per square foot - \$50.00 per square foot

**Apply the following formula: (This formula applies to Remodel Estimates as well)**

- Permit Fees - \$10.00 on the 1st \$1,000.00 of construction value -\$ 5.00 each additional \$1,000.00 of construction value
- Swimming Pool Permit Fee - \$75.00 Above-Ground Pool (Includes Electrical) -\$115.00 in-Ground Pool (Includes Electrical)
- Demolition Permit Fee - \$10.00 on the 1st \$1,000.00 of demolition value - \$ 5.00 each additional \$1,000.00 of demolition value
- Shed Permit Fee - \$40.00 for 8 X 12 X 10 FT HEIGHT. Larger shed: cost per square foot X \$50.00 per square foot.

- Sign Permit Fee - \$40.00 each (Board of Appeals permission may apply)
- Wood Stove Permit Fee - \$40.00 each
- Tent Permit Fee - \$40.00 per tent

- Loss of Building Permit - \$30.00 re-issue fee
- Re-inspections - \$30.00 fee for each
- Minimum Fee - \$40.00

**PERMIT FEES PAID**

BUILDING: \$ \_\_\_\_\_

ELECTRICAL: \$ \_\_\_\_\_

PLUMBING: \$ \_\_\_\_\_

*To be completed by office:*

**TOTAL PERMIT FEES PAID:** \$ \_\_\_\_\_

DATE PAID: \_\_\_\_\_ CHECK NUMBER: \_\_\_\_\_

*Preferable payment: Checks or Money Orders/Cashier's Checks made payable to the Town of Hamilton.  
Fees for Plumbing & Electrical may be found on separate fee schedules.*

**Signature Indicating Approval of Permit Application by the Town of Hamilton Inspector of Buildings**

\_\_\_\_\_

Date: \_\_\_\_\_

Building Permit Number: \_\_\_\_\_

## REQUIRED APPROVALS

The Town website is a good resource for the contact information, forms, etc. for the Town Departments: [hamiltonma.gov](http://hamiltonma.gov)

Conservation Commission – All permit applications must be reviewed by the Conservation Commission Agent prior to obtaining the approval of the Inspector of Buildings except for permits for the following: 1) Roofing Only, 2) Siding Only, 3) Windows Only, 4) Interior Renovations. The Conservation Agent will also determine if you will need a Determination of Applicability or an Order of Conditions. If you recently completed such an application with the Conservation Commission you must provide documentation with this application.

Planning Board – If the property has frontage on Route 1A or is located in the downtown area you will need the approval of the Planning Board. If the project required a Special Permit, the endorsement of an Approval Not Required Plan, Site Plan Review or a Lot Release then you must obtain the approval of the Planning Board prior to obtaining the approval of the Inspector of Buildings.

Assessors Department - Once you have completed your application you are required to bring the completed form to the Assessor's Office to verify the Name of the Owner(s), the Map and Lot. Please fill out the information on the application other than assessment information prior to visiting Assessor. You can find information regarding the property on the Town web site; Assessor's web page; Assessment Data. You can also learn which zoning district the property is in from data provided by the Assessor's Office. All applications must be signed by the Assessor's Department prior to submission to the Building Department.

Department of Public Works – If your project requires a curb cut, driveway approval or water service, you should have the approval from the DPW prior to submitting your permit application to the Inspector of Buildings.

Fire Department – If your project requires the installation of Alarms, Suppression or Sprinkler System, Burners, Hydrant/Water Supply or Storage you may require approval from the Fire Department prior to a Building Permit Job Weather card being issued. You may want to contact the Fire Department to confirm if approval is required. A separate fee may be charged. If you add or alter a bedroom you may need to upgrade to the most recent Fire Code. If you are installing a driveway you may need to have the approval of the Fire Department and the Department of Public Works. You will also contact the Fire Department for Blasting Applications, Dumpster/ Rubbish Permit Applications, Wood Stove Permits, and Oil Burner Permit Application.

Historic District - You need to determine if the property is in the Historic District. A map is available on the Historic Commission's web page and/or at Town Hall in the Building Department. If your project is for the following: An Addition, An Alteration, Demolition, New Construction, Exterior Repair or Replacement and the property is in the Historic District then you will need to submit a Certificate of Application to the Town. The application and instructions may be found on the Town Web site.

Board of Health Agent -The Administrative Assistant for the Inspector of Buildings will deliver your Building Permit Application to the Board of Health Department for review. Except for the following three items, most applications will require the review and approval of the Board of Health Agent: 1) Roofing Only, 2) Siding Only, 3) Windows Only.

Zoning Board of Appeals - Any/All Zoning Decisions, if required, must be recorded at the Registry of Deeds in Salem and a copy of the recorded Decision must be included with the Application.

**REQUIRED APPROVALS FORM**

FOR THE PROPERTY LOCATED AT: \_\_\_\_\_

MAP: \_\_\_\_\_ LOT: \_\_\_\_\_ OWNER'S NAME: \_\_\_\_\_

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Assessors Department

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Planning Department

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Conservation Commission Agent

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Fire Department

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department of Public Works

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Historic District Commission

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Board of Health Agent

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Checklist for Construction Documents**

Construction Documents are required for structures that must comply with 780 CMR 107. The checklist below is a compilation of the documents that may be required. The applicant shall fill out the checklist and provide the contact information of the registered professionals responsible for the documents to be submitted with the building permit application.

<b>No.</b>	<b>Item</b>	<b>Mark "x" where applicable</b>		
		<b>Submitted</b>	<b>Incomplete</b>	<b>Not Required</b>
1	Architectural			
2	Foundation			
3	Structural			
4	Fire Suppression			
5	Fire Alarm (may require repeaters)			
6	HVAC			
7	Electrical			
8	Plumbing (include local connections)			
9	Gas (Natural, Propane, Medical or other)			
10	Surveyed Site Plan (Utilities, Wetland, etc.)			
11	Specifications			
12	Structural Peer Review			
13	Structural Tests & Inspections Program			
14	Fire Protection Narrative Report			
15	Existing Building Survey/Investigation			
16	Energy Conservation Report			
17	Architectural Access Review (521 CMR)			
18	Workers Compensation Insurance			
19	Hazardous Material Mitigation Documentation			
20	Other (Specify)			
21	Other (Specify)			
22	Other (Specify)			