



# TOWN OF WESTMINSTER

NAME OF OWNER				DATE		PERMIT #	
ADDRESS OF OWNER				TELEPHONE			
LOCATION OF PROPERTY No. STREET			IF IN A SUBDIVISION - NAME			LOT NO.	
SIDE OF STREET <input type="checkbox"/> NORTH <input type="checkbox"/> SOUTH <input type="checkbox"/> EAST <input type="checkbox"/> WEST		MAP #	PARCEL #	SIZE OF LOT <input type="checkbox"/> SQ. FT. <input type="checkbox"/> ACRES		ZONING	
PURCHASED PROPERTY FROM		DATE	ARE THERE ANY BODIES OF WATER, STREAMS OR SWAMP AREAS ON OR BUTTING LOT? <input type="checkbox"/> YES <input type="checkbox"/> NO				
LAND AREA DISTURBANCE		<input type="checkbox"/> 10,000 SF TO 1 ACRE (43,560 SF) LID REGULATIONS = <b>CONSERVATION AGENT</b> <input type="checkbox"/> OVER 1 ACRE (43,560 SF) STORM WATER MANAGEMENT = <b>PLANNING BOARD</b>					
BUILDER'S NAME				TELEPHONE			
BUILDER'S ADDRESS				LICENSE #		HIC #	
<b>EMAIL ADDRESS:</b>							
PURPOSE OF NEW BUILDING OR ALTERATION						SQ. FT. AREA	
IS THERE PLUMBING, HEATING, ELECTRICAL OR SHEET METAL ASSOCIATED WITH THIS CONSTRUCTION?		<input type="checkbox"/> PLUMBING <input type="checkbox"/> HEATING <input type="checkbox"/> ELECTRICAL <input type="checkbox"/> SHEET METAL <input type="checkbox"/> NONE					
OVERALL DIMENSIONS OF BUILDING		NO. OF STORIES	NO. OF ROOMS	NO. OF FAMILY UNITS	IS SEWERAGE SYSTEM TO BE: <input type="checkbox"/> CONSTRUCTED <input type="checkbox"/> REPAIRED <input type="checkbox"/> ALTERED		
NO. OF BEDROOMS	NO. OF BATHROOMS	NO. OF LAVATORIES	NO. OF GARBAGE DISPOSAL UNITS	WATER SUPPLY <input type="checkbox"/> TOWN WATER <input type="checkbox"/> NEW WELL <input type="checkbox"/> EXISTING WELL			
TYPE OF CONSTRUCTION		FOUNDATION MATERIAL		TYPE OF HEATING SYSTEM			NO. OF FIREPLACES
GARAGE <input type="checkbox"/> SEPARATE <input type="checkbox"/> ATTACHED <input type="checkbox"/> IN BASEMENT		GARAGE SQ. FT.	NO. OF VEHICLES	ESTIMATE OR CONTRACT COST			
APPROVED BY ZONING		DATE	PERMIT FEE				
APPROVED BY BOARD OF HEALTH		DATE	Applicant agrees to abide by the Rules and Regulations of the Building, Wiring, Gas and Plumbing Inspectors, Board of Health, Zoning Board, Board of Appeals, Highway and Water Departments, Board of Selectmen, Fire Chief and All applicable town By-Laws. No changes or alterations permitted unless revised plans are submitted and approved.				
APPROVED BY PLANNING BOARD		DATE					
APPROVED BY CONSERVATION COMM		DATE					
APPROVED BY FIRE CHIEF		DATE					
APPROVED BY HIGHWAY DEPARTMENT		DATE	SIGNATURE OF APPLICANT				
APPROVED BY BUILDING INSPECTOR		DATE	X				
APPROVED BY TREASURER/COLLECTOR		DATE	SIGNATURE OF BUILDER				



# **TOWN OF WESTMINSTER**

## ***Building Department***

11 South Street  
Westminster, MA 01473

Paul R. Blanchard, CBC  
Building Commissioner

Phone: 978-874-7407  
Fax: 978-874-7462  
Email: [pblanchard@westminster-ma.gov](mailto:pblanchard@westminster-ma.gov)

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

**The debris will be disposed of in:**

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**(Location of Facility)**

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**Signature of Permit Applicant**

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**Date**



The Commonwealth of Massachusetts  
Board of Building Regulations and Standards  
Massachusetts State Building Code, 780 CMR

Building Permit Application To Construct, Repair, Renovate Or Demolish a  
*One- or Two-Family Dwelling*

FOR  
MUNICIPALITY  
USE  
*Revised Mar 2011*

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:**

1.1a 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 OWNERSHIP<sup>1</sup>**

**2.1 Owner<sup>1</sup> of Record:**

Name (Print) \_\_\_\_\_

City, State, ZIP \_\_\_\_\_

No. and Street \_\_\_\_\_

Telephone \_\_\_\_\_

Email Address \_\_\_\_\_

**SECTION 3: DESCRIPTION OF PROPOSED WORK<sup>2</sup> (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 Work<sup>2</sup>: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**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:

☐ Standard City/Town Application Fee

☐ Total Project Cost<sup>3</sup> (Item 6) x multiplier \_\_\_\_\_ x \_\_\_\_\_

2. Electrical

\$ \_\_\_\_\_

2. Other Fees: \$ \_\_\_\_\_

3. Plumbing

\$ \_\_\_\_\_

List: \_\_\_\_\_

4. Mechanical (HVAC)

\$ \_\_\_\_\_

Total All Fees: \$ \_\_\_\_\_

5. Mechanical (Fire  
Suppression)

\$ \_\_\_\_\_

Check No. \_\_\_\_\_ Check Amount: \_\_\_\_\_ Cash Amount: \_\_\_\_\_

6. Total Project Cost:

\$ \_\_\_\_\_

☐ Paid in Full ☐ Outstanding Balance Due: \_\_\_\_\_

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

Name of CSL Holder \_\_\_\_\_

No. and Street \_\_\_\_\_

City/Town, State, ZIP \_\_\_\_\_

Telephone \_\_\_\_\_

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&amp;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 \_\_\_\_\_

Telephone \_\_\_\_\_

HIC Registration Number \_\_\_\_\_

Expiration Date \_\_\_\_\_

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 \_\_\_\_\_  
to act on my behalf, in all matters relative to work authorized by this building permit application.

Print Owner's Name (Electronic Signature) \_\_\_\_\_

Date \_\_\_\_\_

**SECTION 7b: OWNER<sup>1</sup> 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.

Print Owner's or Authorized Agent's Name (Electronic Signature) \_\_\_\_\_

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](http://www.mass.gov/oca) Information on the Construction Supervisor License can be found at [www.mass.gov/dps](http://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 attach 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 #: \_\_\_\_\_

# 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."

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## 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.

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## 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.

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The Department's address, telephone and fax number:

The Commonwealth of Massachusetts  
Department of Industrial Accidents  
1 Congress Street, Suite 100  
Boston, MA 02114-2017

Tel. # 617-727-4900 ext. 7406 or 1-877-MASSAFE  
Fax # 617-727-7749  
[www.mass.gov/dia](http://www.mass.gov/dia)

# NOTIFICATION OF ASBESTOS, DEMOLITION AND RENOVATION

OPERATOR PROJECT #		POSTMARK		DATE RECEIVED		NOTIFICATION #	
<b>I. TYPE OF NOTIFICATION</b>		O=ORIGINAL	R=REVISED	C=CANCELLED		WPR NOTICE?	
<b>II. FACILITY INFORMATION (IDENTIFY OWNER / REMOVAL CONTRACTOR / AND OTHER OPERATOR)</b>							
OWNER NAME:							
ADDRESS:							
CITY:				STATE:		ZIP:	
CONTACT:					PHONE:		
REMOVAL CONTRACTOR:							
ADDRESS:							
CITY:				STATE:		ZIP:	
CONTACT:					PHONE:		
OTHER OPERATOR:							
ADDRESS:							
CITY:				STATE:		ZIP:	
CONTACT:					PHONE:		
<b>III. TYPE OF OPERATION:</b>		D=DEMO	O=ORDERED DEMO	R=RENOVATION		E=EMER RENOVATION	
<b>VI. IS ASBESTOS PRESENT? (YES or NO)</b>							
<b>V. FACILITY DESCRIPTION (Include Building Name, Number and Floor or Room number)</b>							
BLDG NAME:							
ADDRESS:							
CITY:				STATE:		ZIP:	
SITE LOCATION:							
BLDG SIZE:			# OF FLOORS			AGE IN YEARS:	
PRESENT USE:				PRIOR USE:			
<b>VI. PROCEDURE, INCLUDING ANALYTICAL METHOD, IF APPROPRIATE, USED TO DETECT THE PRESENCE OF ASBESTOS MATERIAL:</b>							
<b>VII. APPROXIMATE AMOUNT OF ASBESTOS INCLUDING:</b> 1. Regulated ACM to be removed 2. Category I ACM not removed 3. Category II ACM not removed		RACM TO BE REMOVED	NONFRIABLE ASBESTOS MATERIAL NOT TO BE REMOVED		INDICATE UNIT OF MEASUREMENT BELOW:		
			CAT I	CAT II			
PIPES					LnFt:	Ln m:	
SURFACE AREA					SqFt:	Sq m:	
VOL RACM OFF FACILITY COMPONENT					CuFt:	Cu m:	
<b>VIII. SCHEDULED DATES ASBESTOS REMOVAL (MM/DD/YY) START: COMPLETE:</b>							
<b>IX. SCHEDULED DATES DEMO/RENOVATION (MM/DD/YY) START: COMPLETE:</b>							

## NOTIFICATION OF ASBESTOS, DEMOLITION AND RENOVATION *(continued)*

<b>X: DESCRIPTION OF PLANNED DEMOLITION OR RENOVATION WORK AND MTHOD(S) TO BE USED:</b>			
<b>XI. DESCRIPTION OF WORK PRACTICES AND ENGINEERING CONTROLS TO VBE USED TO PREVENT EMISSIONS OF ASBESTOS AT THE DEMOLITION AND RENOVATION SITE:</b>			
<b>XII. WASTE TRANSPORTER #1</b>			
Name:			
Address:			
City:	State:	Zip:	
Contact Person:		Phone:	
<b>WASTE TRANSPORTER #2</b>			
Name:			
Address:			
City:	State:	Zip:	
Contact Person:		Phone:	
<b>XIII. WASTE DISPOSAL SITE</b>			
Name:			
Location:			
City:	State:	Zip:	
Phone:			
<b>XIV. IF DEMOLITION ORDERED BY GOVERNMENT AGENCY, PLEASE IDENTIFY AGENCY BELOW:</b>			
Name:		Title:	
Authority:			
Date of Order (MM/DD/YY)		Date Ordered to Begin (MM/DD/YY)	
<b>XV. FOR EMERGENCY RENOVATIONS</b>			
Date and Hour of Emergency (MM/DD/YY)			
Description of the Sudden, Unexpected Event:			
Explanation of how the event caused unsafe conditions or would case equipment damage or unreasonable financial burden:			
<b>XVI. DESCRIPTION OF PROCEDURE TO BE FOLLOOWED IN THE EVENT THAT UNEXPECTED ASBESTOS IS FOUND OR PREVIOUSLY NONFRIABLE ASBESTOS MATERIAL BECOMES CRUMBLED, PULVERIZED, PR REDUCED TO POWDER:</b>			
<b>XVII. I CERTIFY THAT AN INDIVIDUAL TRAINED IN THE PROVISIONS OF THIS REGULATION (40 CFR PART 61, SUBPART M) WILL BE ON-SITE DURING THE DEMOLITION OR RENOVATION AND EVIDENCE THAT THE REQUIRED TRAINING HAS BEEN ACCOMPLISHED BY THIS PERSON WILL BE AVAILABLE FOR INSPECTION DURING NORMAL BUSINESS HOURS. (Required 1 year after promulgation)</b>			
Signature of Owner/Operator		Date	
<b>XVIII. I CERTIFY THAT THE ABOVE INFORMATION IS CORRECT.</b>			
Signature of Owner/Operator		Date	