

CITY OF FRAMINGHAM

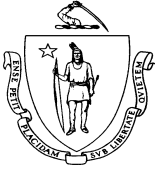
BUILDING PERMIT APPLICATION REQUIREMENTS

COMMERCIAL RENOVATIONS/ADDITIONS and NEW BUILDINGS

Please be advised that the list of items below are required in order to issue a Building Permit. The responsibility to gather and submit this information rests with the Owner, Architect, and General Contractor. Inspectional Services staff will accept the building permit application, plans and documents, this acceptance does not mean that the permit will be approved. The submittal will be given to our Plans Examiner for further review. Failure to submit items from this list shall result in a denial of the Building Permit Application.

- ☒ **Completed building permit application.**
- ☒ **Permit fee.**
- ☒ **Workers compensation insurance affidavit & Certificate**
- ☒ **Copy of CSL**
- ☒ **Debris removal affidavit.**
- ☒ **D.P.W. Specific Condition Approval letter:** issued for any new or modified utilities (water, sewer, drainage, easement, etc.) and/or Public Way infrastructure work components (sidewalk, roadway, traffic signal, curb cuts, etc.) specifying required Permits, Utility Fees, As-built plan, and Work Scope Condition Points for Developer compliance that will determine DPW processing of Final Occupancy request.
- ☒ **Construction control affidavit(s)**
- ☒ **Site plan: – 2 hard copies and 1 PDF format emailed to RN@FRAMINGHAMMA.GOV**
- ☒ **2 sets of hard copies building plans: - 780 CMR 107.1 thru 107.5 and 1 PDF format emailed to RN@FRAMINGHAMMA.GOV**
 - a. Building Code Study
 - b. Occupant Load
 - c. Type of Construction
 - d. Height & Area Calculations
- 10) Energy Code Compliance documents: – Stretch Energy Code - 780 CMR 115 Appendix AA**
- 11) Existing Structures:** For projects involving existing buildings, Investigation/Evaluation Report for the existing structure is required. The single IEBC Method shall be clearly identified. 780 CMR 3401.1 Section 101.5.4.0.
- 12) Safeguard Report:** For projects involving existing buildings, See 780 CMR 3309.2
- 13) Fire Protection Plans:** Plans with original seal/signature of MA registered design professional identified in #7 above. Plans shall be dedicated to each type of system (i.e. only fire alarm system equipment shown on fire alarm drawings) 780 CMR 901.2.1.
- 14) Fire Protection Narrative:** Narrative with original seal(s)/signature(s) of MA registered design professional(s) identified in #7 above
- 15) Fire Suppression Water Supply:** For projects involving fire sprinkler systems, certification that proposed water supply is sufficient for proposed design. (i.e. hydraulic calculations) 780 CMR 901.2.1
- 16) Certification of recording and copy of variances/special permits** if applicable.

**Please note that submitted plans are required to be complete, including but not limited to structural and architectural drawings, fire suppression and alarm drawings, handicapped accessibility features, and required site work. "Foundation only" permit applications are required to be accompanied by a written request for phased approval in accordance with 780 CMR 107.3.3 and are issued at the discretion of the Building Commissioner.*



City of Framingham, Building Department

150 Concord Street, Room 203
Framingham, MA 01702
p. 508-532-5500 f. 508-532-5795



Building Permit Application for any Building other than a One- or Two-Family Dwelling

(This Section For Official Use Only)

Building Permit Number: _____ Date Issued: _____ Building Official: _____

SECTION 1: LOCATION (Please indicate Block # and Lot # for locations for which a street address is not available.)

No. and Street _____

Name of tenant/owner _____

SECTION 2: PROPOSED WORK

Edition of MA State Code used _____ If New Construction check here or check all that apply in the two rows below

Existing Building Repair Alteration Addition Demolition (Please fill out and submit Appendix 1.)

Change of Use Change of Occupancy Other Specify: _____

Are building plans and/or construction documents being supplied as part of this permit application? Yes No

Is an Independent Structural Engineering Peer Review required? Yes No

Brief Description of Proposed Work: _____

SECTION 3: COMPLETE THIS SECTION IF EXISTING BUILDING UNDERGOING RENOVATION, ADDITION, OR CHANGE IN USE OR OCCUPANCY

Check here if an Existing Building Investigation and Evaluation is enclosed (See 780 CMR 34)

Existing Use Group(s): _____ Proposed Use Group(s): _____

SECTION 4: BUILDING HEIGHT AND AREA

	Existing		Proposed	
No. of Floors/Stories (include basement levels) & Area Per Floor (sq. ft.)				
Total Area (sq. ft.) and Total Height (ft.)				

SECTION 5: USE GROUP (Check as applicable)

A: Assembly A-1 A-2 Nightclub A-3 A-4 A-5 B: Business E: Educational

F: Factory F-1 F2 H: High Hazard H-1 H-2 H-3 H-4 H-5

I: Institutional I-1 I-2 I-3 I-4 M: Mercantile R: Residential R-1 R-2 R-3 R-4

S: Storage S-1 S-2 U: Utility Special Use and please describe below:

Special Use: _____

SECTION 6: CONSTRUCTION TYPE (Check as applicable)

IA IB IIA IIB IIIA IIIB IV VA VB

SECTION 7: SITE INFORMATION (refer to 780 CMR 111.0 for details on each item)

Water Supply: Public <input type="checkbox"/> Private <input type="checkbox"/>	Flood Zone Information: Check if outside Flood Zone <input type="checkbox"/> or indentify Zone: _____	Sewage Disposal: Indicate municipal <input type="checkbox"/> or on site system <input type="checkbox"/>	Trench Permit: Yes <input type="checkbox"/> No <input type="checkbox"/>	Debris Removal: Yes <input type="checkbox"/> No <input type="checkbox"/>
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Railroad right-of-way:
Not Applicable
or Consent to Build enclosed

Hazards to Air Navigation:
Is Structure within airport approach area?
Yes or No

[MA Historic Commission Review Process:](#)
Is their review completed?
Yes No

- FFD B.O.H. ZBA FHC
 CON. COMM. PLAN BD DPW-ENG

PERMIT PICK-UP CONTACT: _____
PHONE: _____
E-MAIL: _____

SECTION 8: PROPERTY OWNER AUTHORIZATION

Name and Address of Property Owner

Name (Print) _____ No. and Street _____ City/Town _____ Zip _____

Title _____ Telephone No. (business) _____ Telephone No. (cell) _____ e-mail address _____

If applicable, the property owner hereby authorizes

Name _____ Street Address _____ City/Town _____ State _____ Zip _____

to act on the property owner's behalf, in all matters relative to work authorized by this building permit application.

SECTION 9: CONSTRUCTION CONTROL AND CONTRACTOR

9.1 Registered Professional Responsible for Construction Control

Name (Registrant) _____ Telephone No. _____ e-mail address _____ Registration Number _____

Street Address _____ City/Town _____ State _____ Zip _____ Discipline _____ Expiration Date _____

9.2 General Contractor

Company Name _____

Name of Person Responsible for Construction _____ License No. and Type if Applicable _____

Street Address _____ City/Town _____ State _____ Zip _____

Telephone No. (business) _____ Telephone No. (cell) _____ e-mail address _____

SECTION 10: CONSTRUCTION COSTS AND PERMIT FEE

BUILDING PERMIT FEE WILL BE AMENDED (IF NECESSARY) TO INCLUDE ACTUAL CONSTRUCTION COSTS BEFORE A PERMANENT OCCUPANCY WILL BE ISSUED. SEE FORM A1AG702703.

Item	Estimated Costs: (Labor and Materials)	Official Use Only (\$100.00 Minimum)	
		(a) Building Permit Fee Multipliers \$15.00/\$1000.	(b) Estimated Total Cost (6)
1. Building	\$ _____	Building Permit Fee (a) x (b)	
2. Electrical	\$ _____		
3. Plumbing	\$ _____		
4. Mechanical (HVAC)	\$ _____		
5. Fire Protection	\$ _____		
6. Total Cost = (1+2+3+4+5)	\$ _____	Check Number	

SECTION 11: SIGNATURE OF BUILDING PERMIT APPLICANT

I hereby certify that I am the owner's agent / contractor for the property listed above and that all the information above, and plans and specifications submitted are correct and that all work pursuant thereto shall comply with all applicable provisions of the Commonwealth of Massachusetts Statutes, Building Code, and Town of Framingham Zoning By-Laws. The following is subscribed to and executed by me under the Pains and Penalties of Perjury.

Please print and sign name _____ Title _____ Telephone No. _____ Date _____

Street Address _____ City/Town _____ State _____ Zip _____

DENIAL FOR ZONING BOARD OF APPEALS:

PER SECTION:

DATE

BUILDING COMMISSIONER



CITY OF FRAMINGHAM
Inspectional Services Division
Department of Building Inspection

Memorial Building, Room 203
150 Concord Street
Framingham, Massachusetts 01702-8368

Michael T. Tusino, C.B.O.
Building Commissioner

Telephone:
Fax:

508-532-5500
508-532-5795

DEBRIS AFFIDAVIT

JOBSITE LOCATION: _____

In accordance with the provisions of MGL c 40, s 54, a condition of Building Permit Number _____ is that debris resulting from this work shall be disposed of in a properly licensed solid waste disposal facility as defined by MGL c 111, 2 150A.

The debris will be disposed of in:

Location of Facility

Signature of Applicant

Date



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 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 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."

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 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