



# Town of Charlton

www.townofcharlton.net

DEPARTMENT of BUILDING  
INSPECTIONAL SERVICES

37 MAIN STREET  
CHARLTON, MA 01507  
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## 7<sup>th</sup> Edition Application for a Building Permit Accessory Structures & Repairs; One or Two Family

The explanations below will guide you through the process of filling out our short form permit application. **Please take the time to read the instructions all the way through first, and then start at the beginning of the form, following the directions.** We know it seems like an endless set of instructions, but this covers the comprehensive process of filling out the application and also gives some background of the reason for the items. If the application is correctly and completely filled out and all the associated paperwork is attached the permit should be ready in one to two weeks. We will call you when the permit is ready, with questions if any and the fee amount.

This form may only be used for pools, sheds, roofing, siding, replacement windows and interior remodeling. If you have any questions please contact the Department's Administrative Assistant.

**If you are using the electronic Form Fillable version of this application, use the "tab" key to move between the fields.**

**Put your name, job site address, date and title on each page of all drawings and paperwork, attached for each application.**

### **Block 1: Owner, applicant information**

Insert the street address for the project property along with the owners name, mailing address and phone number. **The owner of record must sign in the appropriate space.**

Go to the Assessor's office located in the Town Hall north wing and have the Map, Block and Lot number filled in and initialed. This makes sure the improvement is recorded on the correct property. Also get a copy of your Field Card; this will be helpful later in the process.

### **Block 2: Proposed Project**

#### **Zoning information:**

Charlton is divided into different zones that allow different types of uses, approximately 84% of the town is zoned Agriculture "A", where predominantly single family homes are allowed. The required lot size and area is 60K square feet, with 175 feet of road frontage (there are exceptions). In the A zone the setback for buildings are 30 feet from the front and rear lines, 15 feet from the side lines. In an R-40 zone the lot is required to be 40K square feet, with 150 feet of frontage. In an R-40 zone the front setback is 30 feet with 15 feet required for the sides and the rear. A corner lots and through lots are handled differently.

As a reminder there are exceptions and other requirements depending when the lot was created and how it was created, also some things change depending on the type of project.

If your lot does not meet the size requirements or your project does not meet the setback requirements there is the possibility that variances or special permits maybe required. Ask us about this if you need to know, there are too many variations to explain here.

Fill in the correct **Zoning District** (A, R-40, R-SE, NB, CB, IG, BEP).  
Fill in the **Lot Area**, in square feet. Fill in the **Road Frontage**.

Answer the questions about **wetlands** and **flood zone** (refer to information in following paragraphs).

Fill in the required **setback** distances if you know them, ask us for help if you don't, you should be able to get the lot size and frontage from the assessors or the field card from your property. Fill in the **distances your proposed project** is from the lot lines in the appropriate spaces.

A plot plan is a drawing of your lot showing the existing buildings, the lot lines, required setbacks, the location of the septic system and water supply, with the approximate distance between each.

A good place to start for this drawing is a Mortgage Survey (aka tape survey, or an As-Built of the building on the property or possibly an As-built of the septic system)

Also show **any wetland with in 100 feet** of any digging or dirt piles you may or will create. A wetland has several specific definitions. A wetland is determined by watery soils and vegetations. You may visit the Department of Environmental Protection at [www.stste.ma.us/dep](http://www.stste.ma.us/dep). If there are wetlands you will need to file for approval from Conservation Commission, 508-248-2247.

**Flood zones**, like wetlands are prevalent in Charlton; they extend out from rivers, streams and lakes, general not too far, if you are within 100 feet of a wetlands the engineer that does your wetland filing with the Conservation Commission should make note of any flood zone.

We are looking to see that the work you are proposing meets the zoning requirements and that you will not harm or overload your sewage disposal system.

Check off the appropriated block(s) and indicate the size of the structure if applicable.

For fences 6' and under, roofing, siding, replacement windows you need not fill in the setbacks or provide drawings.

For any structure, structural change, moving walls or in ground pool, attach a drawing(s) with dimensions and labeled to scale; showing the size, type and location of all foundations and supports, beams, girders, braces, floor, wall and roof framing and coverings. For in ground pools and manufactured sheds manufacture's literature will usually be sufficient.

If the drawings are done properly, when the permit application is reviewed it should be readily apparent what is being constructed, how and with what materials.

The minimum drawings will show a plan view of what is there now (if applicable); a floor plan for each floor, showing what the new configuration will look like. If you are moving walls be aware that some interior walls and most exterior walls hold something up, this needs to be taken into account. A section drawing is a slice cut through the building; you should label all the construction details and sizes of material to be used.

**Do not fill in the shaded fee area.**

### **Block 3: Contractor Information**

For above ground pools, fencing, or freestanding masonry walls skip this section.

An appropriately Licensed Construction Supervisor (CSL) is required to supervise the project. For addition information see; <http://www.mass.gov/bbrs/csl.htm>

Please have your contractor fill in the information and sign; attach a copy of the contractors CSL. The picture must be legible.

Additionally any work on an existing building or property that is not an above ground pool, fencing, or freestanding masonry requires the company or person doing the work to be a Registered Home Improvement contractor. For addition information see; <http://www.mass.gov/bbrs/hic.htm>

Please have your contractor fill in the information and sign; attach a copy of the contractors HIC registration.

### **Block 4: Workers Compensation Insurance [MGL 152 section 25c](#)**

If the homeowner is doing all the work, check that box, if the contractor is a sole proprietor and has no employees and is doing all the work themselves check that box.

If the contractor has employees he should be providing workers' compensation insurance for his employees, check this box. Then fill in company name of the contractor, address etc. the insurance company name and policy number. Attach a Certificate of insurance or binder endorsed to the Town of Charlton.

If you or the contractor is hiring insured subcontractors list them and provide proof of their insurance. Check off the appropriate box. Then fill in company name of the contractor, address etc. the insurance company name and policy number. Attach a Certificate of insurance or binder endorsed to the Town of Charlton.

**If you are going to fax the certificate of insurance, make sure it has the job address on it, or it will not meet up with the application.**

Construction can be a hazardous business; it is in the property owners' interest to be sure the people working on your property are properly insured and you are protected.

### **Block 5: Debris Disposal**

Where is the trash from the project going? Put in the name, address and city for the facility. Requirements of [MGL Chapter 40, Section 54](#), [MGL Chapter 111, Section 150A](#)

### **Block 6: Other Signatures Needed**

**The Town Collector** will verify that there are no outstanding taxes, assessment or fees associated with your properties. ([MGL c 40 § 57](#))

**The Board of Health or Water/Sewer Commission** signature is required for anything that might affect your sewage disposal system; for example an increase in the number of rooms or bedroom(s) in the house, digging that may impact the leach field.

If this requires a Board of Health signature; you will need to bring a field card from the Assessor's office. If you are changing or adding to the building or building another structure on the property you will need a Title V location inspection or as-built of the septic system and the plot plan showing the work in the yard in relation to the septic system. The BOH may have some of these records on file, but it may take some time for them to locate them and process the permit application if you don't provide all the required information for them.

Siding, roofing, window replacement and fences and some retaining walls, do not need this signature.

## **Block 7: Owner/ Agent Authorization**

If you as the homeowner are willing and able to supervise the project and take on the responsibility to ensure the project is completed in accordance with all the applicable sections of the building code, you may apply for the permit yourself. Homeowners are defined by the building code in part as;

Any Home Owner performing work for which a building permit is required shall be exempt from the licensing provisions of [780 CMR 108.3.5](#); provided that if a Home Owner engages a person(s) for hire to do such work, that such Home Owner shall act as supervisor. This exception shall not apply to the field erection of a manufactured buildings constructed pursuant to 780 CMR 35 and 780 CMR R3. For the purposes of 780 CMR 108.3.5, a "Homeowner" is defined as follows: Person(s) who owns a parcel of land on which he/she resides or intends to reside, on which there is, or is intended to be, a one or two family dwelling, attached or detached structures accessory to such use and/or farm structures. A person who constructs more than one home in a two-year period shall not be considered a home owner.

If you apply under the homeowner exemption, you will not have access to the Home Improvement Contractor Law, Guaranty Fund or any of the protections provided under MGL c 142A and 780 CMR R6. For addition information on the Home Improvement Contractor Law, got to <http://www.mass.gov/bbrs/hic.htm>

Building projects are a major undertaking, there are a multitude of details to consider, while this office is willing to help you, our time is limited, by law and regulation we can not design the building or supervise your subcontractors for you. The functions of the inspectors are to ensure safe building through plan review and inspections. Nothing is more frustrating for both you and the inspector to come out to the job site for an inspection and have to cite deficiencies that need to be corrected.

The second block authorizes your contractor to apply for the permit on your behalf. Also to take advantage of the Home Improvement Contractor Law, Guaranty Fund provided under MGL c 142A and 780 CMR R6. <http://www.mass.gov/bbrs/hic.htm>, the contractor must be made your agent.

The owner's name goes in the first space; the contractor's name goes in the second space, the owner signs and dates in the third and fourth spaces. Then in the fifth space put the contractor's name, then the contractor prints and signs their name and date.

If this application is taken out by the homeowner, skip to the fifth space and put in the owner's name, then print and sign your name.

The Board of Building Regulation and Standards web site is:  
<http://www.mass.gov/bbrs/index.htm>

The Massachusetts State Building Code can be found at:  
<http://www.mass.gov/bbrs/NEWCODE.HTM>

Most of the one and two family information is found in Chapter 36

**If you have any suggestions for improving these directions please let the Building Commissioner know.**

Curtis Meskus  
Building Commissioner  
Zoning Enforcement Officer  
[Building.zeo@townofcharlton.net](mailto:Building.zeo@townofcharlton.net)