



# Application for a Building Permit

## Commercial Work

Building Commissioner  
37 Main Street  
Charlton, MA 01507  
508-248-2241



\_\_\_\_\_ Date: \_\_\_\_\_  
Approved by: **Curtis J. Meskus, Building Commissioner**

### 1. Owner, Applicant Information

Property Address: \_\_\_\_\_ Assessors; Map \_\_\_\_\_, Block \_\_\_\_\_, Lot \_\_\_\_\_  
**Owner of Record Name:** \_\_\_\_\_ Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_  
**Authorized Agent Name:** \_\_\_\_\_ Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

### 2. Proposed Project

### Estimated Costs

New Construction: _____	Size: _____ x _____ x _____	Number of Stories: _____	Building: _____
Addition/ Remodeling: _____	Size: _____ x _____ x _____	Number of Stories: _____	Electrical: _____
Alterations: _____	Size: _____ x _____ x _____	Number of Stories: _____	Plumbing: _____
Repairs: _____	Size: _____ x _____ x _____	Number of Stories: _____	Mechanical (HVAC): _____
Demolition: _____	Size: _____ x _____ x _____	Number of Stories: _____	Fire Protection: _____
<b>Project Description</b> _____			<b>Total estimated cost</b> _____
For any structure, attach a drawing(s) dimensioned 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. If addition show before and after plans.			Fee multiplier: _____
			Permit Fee: \$ _____
			Minimum Fee: \$ 200.00

Zoning District	Lot Area	Road Frontage	Flood Zone; Yes or No	Are there wetlands within 100 feet; Yes or No	
	Front Yard Setback	Side Yards Setback		Rear Yard Setback	
	Required	Provided	Required	Provided	Required

Attach a site plan, showing the property dimensions, the location all existing structures, sewage disposal systems, water supplies, wetlands and the proposed structure. Include dimensions between these items and to the property lines.

### 3. Use Group and Construction Type

Existing Construction Type _____	Propose Construction type _____	Number of floors _____
Existing Use Group _____	Proposed Use Group _____	Total floor area _____
Existing Hazard Class _____	Proposed Hazard Class _____	Floor area per floor _____
Existing Building Height _____	Proposed Building Height _____	
<b>From 780 CMR, Table 503 Height and Area Limitations of Buildings</b>		
Maximum Floor area _____	Maximum Height _____	Maximum Stories _____
If the proposed project exceeds any of the allowed tabular height or area limitations, provide an explanation on the code summary page of your drawings.		

### 4. Contractor Information for buildings less than 35,000 cubic feet

**Construction Supervisor:** \_\_\_\_\_ License Number: \_\_\_\_\_ Expiration \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Attach readable copies with picture, of current Construction Supervisor License.

As part of this submittal, include all applicable documentation listed on the check list attached.

Please complete all pages.

**This application must be printed or typed, blue or black ink only.**



Paid Amount: \_\_\_\_\_ Date: \_\_\_\_\_ Check Number: \_\_\_\_\_ Initials: \_\_\_\_\_

**5. Workers Compensation Insurance (MGL 152 section 25c)**

Owner Name: \_\_\_\_\_ Address: \_\_\_\_\_  
 City: \_\_\_\_\_, State: \_\_\_\_\_, Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

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I am an employer providing workers' compensation for my employees working in this job.  
 Company name: \_\_\_\_\_ Address: \_\_\_\_\_  
 City: \_\_\_\_\_, State: \_\_\_\_\_, Zip: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Insurance company: \_\_\_\_\_ Policy Number: \_\_\_\_\_

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I am a sole proprietor  general contractor (check one) and have hired the contractors listed below who have the following workers' compensation policies: (attach addition sheets if necessary)  
 Company name: \_\_\_\_\_ Address: \_\_\_\_\_  
 City: \_\_\_\_\_, State: \_\_\_\_\_, Zip: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Insurance company: \_\_\_\_\_ Policy Number: \_\_\_\_\_

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Failure to secure coverage as required under Section 25A of MGL 152 can lead to the imposition of criminal penalties of a fine up to \$ 1500.00 and /or one years' imprisonment as well as civil penalties in the form of a STOP WORK ORDER and the fine of \$ 100.00 a day against me.  
**Attach current copies of certificates of insurance endorsed to the Building Inspector, Town of Charlton**

**6. Debris Disposal**

In accordance with MGL Chapter 40, Section 54, the Owner/Authorized Agent for this project stipulates that all debris resulting from this work shall be disposed of in a properly licensed solid waste disposal facility as defined by MGL Chapter 111, Section 150A.

Name of Waste Facility: \_\_\_\_\_ Address: \_\_\_\_\_ City: \_\_\_\_\_

**7. Other Signatures Needed**

Town Collector: \_\_\_\_\_ For All Projects (MGL c 40 § 57)  
 Board of Health: \_\_\_\_\_ For project that might affect your sewage disposal system.  
 Sewer/Water: \_\_\_\_\_ If the property is connected to Municipal Water or Sewage

**8. Owner/ Agent Authorization**

I, \_\_\_\_\_, as the Owner of the subject property hereby authorize \_\_\_\_\_ to act on my behalf, in all matters relative to work authorized by this building permit application. \_\_\_\_\_ Date: \_\_\_\_\_  
 Signature of owner

I, \_\_\_\_\_, as Owner, / Authorized Agent hereby declare that all statements and information on and attached to this application are true and accurate, to the best of my knowledge and belief. Signed under the pains and penalties of perjury.  
 Print Name \_\_\_\_\_  
 Sign Name \_\_\_\_\_ Date: \_\_\_\_\_

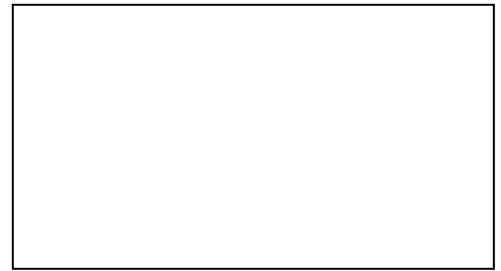
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The following information, drawings and electronic files are required to be submitted as part of the permit application package. The Building Commissioner may modify the requirements based on the complexity of the project.



**Project address:** \_\_\_\_\_

The relevant codes in effect at this time are;

- 8<sup>th</sup> edition the Massachusetts State Building Code, (780 CMR) {§ xxxx}
- International Building Code (IBC) 2009,
- International Mechanical Code (IMC) 2009 edition
- International Energy Conservation Code (IECC) 2009 edition
- International Existing Building code (IEBC) 2009 edition
- Architectural Access Board Code (521 CMR) 2006 edition
- Board of Fire Prevention Regulation (527 CMR) as amended
- Electrical, NFPA 70, 2011 edition
- Massachusetts Fuel Gas and Plumbing Code (248 CMR) 2002, with amendments
- Town of Charlton Fire Department Cistern and Dry-Hydrants (CCDH) January 30, 2007
- For fire sprinklers; NFPA 13 series, 2007 edition
- For fire detection and alarms; NFPA 72, 2010 edition

**Note many codes have Massachusetts specific amendments**

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1. Complete plans; 2 paper copies (max 24" x 36") 1 of the 2 paper copies wet stamped and 1 copy on CD-rom in Adobe PDF format<sup>i</sup> {§107.0 et. al.} submittal will include;
    1. Code Summary<sup>ii</sup> page(s)
    2. Life Safety<sup>iii</sup> page(s)
    3. Sufficient drawing(s) to show the work to be done
  2. Approved site plan; 1 paper copy (max 24 x 36") {107.2.5} and 1 copy on CD-rom in Adobe PDF format
  3. Project Specifications<sup>iv</sup> book; 1 bound paper copy and 1 copy on CD-rom in Adobe PDF format
  4. Proof of Registry of Deeds recording of any documents required to be recorded
  5. Designer's Affidavits and on site project representation [initial] {§107.6, 107.6.2}
  6. Project Directory [AIA G807], for each of the design disciplines and subcontractors include;
    - o Names
    - o Area of responsibility
    - o Contact information

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7. Structural Peer Review if required {§105.9}
8. Building Evaluation {§3401.0 , 2009 IEBC} for remodeling, alterations, change of use or additions
  - Soil Evaluation {§1801.0, 1803. et. al.} new construction, increased footprint or increased loads
  - Fire Protection Narrative Analysis and concept drawings {§901.2.1}
  - HVAC/Mechanical concept drawings {IMC § 106.1, 106.3 et. al.}
  - Energy Code Analysis; Envelope, HVAC, and Lighting Density {§ 1301, IECC § 502, 503, 504, 505 et. al.}
  - Structural Tests & Inspections Summary {§1701.0, 1704 et. al.}
9. Submittals (shop drawings) for the following are required prior the installation these systems (allow time for review); 2 paper copies (max 24 x 36”) 1 of the 2 paper copies wet stamped and 1 copy on CD-rom in Adobe PDF format.
  - Sprinkler systems
  - Other extinguishing systems
  - Fire alarm systems
  - Kitchen hood systems

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<sup>i</sup> If each page is submitted as a separate file, label each page as labeled in the title block, temp 0001, temp 0002 are not appreciated

<sup>ii</sup> For requirements of Code Summary page see attached list.

<sup>iii</sup> For requirements of Life Safety page see attached list.

<sup>iv</sup> Project specification book(s) may be provided for some projects. If information required by this application is included in the specifications book, those pages will be tabbed and labeled.

As part of this submittal, include all applicable documentation listed on the check list attached.

Please complete all pages.

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This page can be e-mailed to you in MS Word format if you request at [Curtis.Meskus@townofcharlton.net](mailto:Curtis.Meskus@townofcharlton.net)

### **Guidance for Code Summary Page**

After the project cover page provide one page containing all of the applicable information listed below, with required or allowed values and provided values, number with the following heading and sub headings:

- 1) List all applicable codes for the project
- 2) Use group(s) classification by floor and/or area {§ 303, 401}
- 3) Floor load by area required/ designed
- 4) Roof load required/ designed
- 5) Wind load required/ designed
- 6) Seismic load required/ designed
- 7) Building height
  - a. Actual
  - b. Calculated in accordance with Town of Charlton Zoning Bylaw
- 8) Construction type {chapter 6}
- 9) Fire suppression required {chapter 9}
- 10) Standpipe Systems {§ 905}
- 11) Specific occupancy area separation {§ 508, tables 508.2.5, 508.4}
- 12) Stages and platforms {§ 303, 410}
- 13) Tabular Height & Area Limitations {780 CMR Table 503}
- 14) Allowable Height and Area increases {§ 504.2, 506.2, 506.3, }
- 15) Adjusted Height and Area Limitations {§ 504.2, 506.2, 506.3, }
- 16) Structural Element Fire resistance rating {§ 602, 704, table 601}
- 17) Exterior Wall Fire resistance Rating {§ 602, 705, table 602}
- 18) Fire & Party Wall Fire resistance Ratings {§ 706, 707}
- 19) Opening Protective Fire Protection Rating {§ 705.8, 715, 716, table 715.4 }
- 20) Draftstopping – Attics & Concealed Spaces {§ 717}
- 21) Interior Finish {table 803.9}

### **Life Safety page**

- 22) Occupant Load {table 1004.1.1}
- 23) Accessible means of egress and Areas of refuge {1007.0, 1007.6}
- 24) Exits Required {§ 1020, 1021, table 1021.1}
- 25) Length of Exit Access Travel {§ 1014-1019, table 1016.1}
- 26) Accessible Means Of Egress {§ 1007, 521 CMR}
- 27) Egress Width/Occupancy {§ 1005}
- 28) Common path of travel (Egress Convergence) {§ 1014.3}
- 29) Maximum Allowance Dead End Corridor {§ 1018.4}
- 30) Minimum Corridor Width {§1008, 1018.2}
- 31) Discharge Identification {§ 1022.7}
- 32) Exit discharge width and to {§ 1027}
- 33) Spaces w/1 Means of Egress {table 1015.1}
- 34) Minimum Guard Dimensions explain if special circumstances {§ 1013}
- 35) Interior Environment, explain if special circumstances {chapter 12}

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