COMMERCIAL TOWN OF PAXTON BUILDING PERMIT

REQUIREMENTS FOR OBTAINING A BUILDING PERMIT IN THE TOWN OF PAXTON

A. BUILDING REGUATIONS:

- I. Application must be obtained from the Town Hall. Applications must contain the following information.
- 2. Application must be submitted with THREE (4) SETS OF PLANS (plus one 81/2 x 11" sized plan)
 - (a) Location, including street name and lot number;
 - (b) Plot Plan, showing the location of house with front, side and rear distances clearly marked:
 - (c) Builder's name, address, telephone number;
 - (d) Owner's name, address, telephone number:
 - (c) All other applicable information in space provided.
- 3. REGISTERED PLOT PLAN: (According to the following dimensional requirements)
 - (a) GRA ZONE = 20,000 square feet 100 foot frontage
 - (b) GRB ZONE = 60,000 square feet 200 foot frontage
 - (c) WATERSHED ZONE = 80,000 square feet 200 foot frontage
 - (d) BUSINESS ZONE = 20,000 square feet 100 foot frontage (dwellings)
- (e) BUSINESS ZONE = 25,000 square feet 125 foot frontage (all others)

B. SEPTIC SYSTEM AND WELLS: APPROVAL FROM THE BOARD OF HEALTH.

- 1. WELL location MUST BE SHOWN on plan and be accompanied by the BOH Certificate including test for arsenic.
- 2. NOTE: No building permit will be issued until the WELL is installed, tested and the reports and certificate are on file.
- 3. Four (4) Copies of SEPTIC DESIGN must be submitted

C. CONSERVATION COMMISSION REGULATIONS:

- 1. Include plot plan showing the house, septic system, well site and known or suspected wetlands.
- 2. Obtain a Determination of Applicability of the Wetland Act from the Conservation Commission and an Order of Conditions, if the Act applies to the property.
- Prepare and file a drawing of the construction showing the distance the building is from the lot line, wetlands, roads, abutters, wells, and septic
 system.

IF YOUR PROPERTY COMES UNDER THE WETLANDS PROTECTION ACT AND YOU DID NOT FILE THE PROPER FORMS, YOU COULD BE LIABLE FOR CIVIL DAMAGES, AND YOUR NEW HOME COULD BE DEMOLISHED.

D. DRIVEWAY ENTRANCE:

- 1. Contact the DPW Superintendent for information on driveway approaches.
- 2. A Check in amount of \$500.00 is required as a Performance Bond for the Driveway Construction.
- 3. Upon satisfactory completion of the driveway approach, the bond will be returned,

E. FLOOR PLAN:

- 1. A Floor Plan showing adequate details, dimensions of rooms, corridors, windows and doors.
- ENERY CONSERVATION FORM MUST BE COMPLETED FOR ALL NEW CONSTRUCTIONS AS WELL AS ADDITIONS.

G. STRUCTURAL ELEVATION:

- 1. Show details from footing to chimney, include type of base soil, drainage, grade, foundation material, size and span of beams, floor joists, stud rafters and headers, type of floor, wall and roof sheathing and finish, insulation, roofing and siding materials, interior wall and cellar material to determine if the structure will neet the MASSACHUSETTS STATE BUILDING CODES. All must be submitted with application.
- H. A SANITARY PORTABLE TOLIET FACILITY IS REQUIRED ON ALL NEW HOUSE CONSTRUCTION.
- - 1. Inspection of the bottom excavation at the naturally-occuring soil bearing strata before any stone, gravel or concrete is placed.
 - 2. Foundation damp proofing and perimeter drains before backfilling.
 - 3. Wiring, plumbing, gas, oil heaters, etc. (NOTE: separate permits avail, at town hall)
 - 4. Rough framing: after all firestopping. (NOTE: Approved construction documents; plans and supporting engineering must be on site)
 - 5. Insulation inspection.
 - 6. Finish inspection for wiring, plumbing, gas, oil heaters and smoke detectors.
 - 7. Finish when structure is ready for use.
 - 8. CERTIFICATE OF OCCUPANCY PERMIT PRIOR TO MOVING IN. Certificate of Use/Completion Permit required for other projects prior to use.

J. REQUIREMENTS FOR OBTAINING A CERTIFICATE OF OCCUPANCY

- OBTAIN ALL PERMITS AND INSPECTIONS FROM ALL RELATED DEPARTMENTS, PLUMBING, WIRING, FIRE, SANITARY. (NOTE: INSPECTORS MUST HAVE 48 HOURS NOTICE)
- K. REQUIREMENTS TO OBTAIN A BUILDING PERMIT FOR ADDITIONS, GARAGES, BARNS, SWIMMING POOLS, FIRE DAMAGE, RENOVATIONS REQUIRING STRUCTURAL CHANGES:
 - 1. Floor plan and structural elevation as stated above (V.A.B.C.) including relationship to existing structure.
 - 2. In the case of an addition consisting of bedrooms, a septic plan must be available for the Board of Health, if none is available, as is the case in some of the older homes, a perc test must be done to determine the conditions of the existing system.



TOWN of PAXTON

Building Department

697 Pleasant Street, Paxton, Massachusetts 01612

Telephone (508) 753-2803

slombardi@townofpaxton.com

Facsimile (508) 797-0966

Richard M. Trifero, Building Commissioner

Zoning Enforcement Officer

Treasurer and Assessor signatures required before a building permit will be issued.**

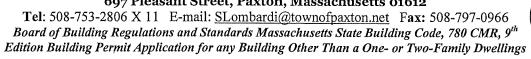
| Property address: | |
|--------------------------------|---|
| Owner(s) name: | |
| Please visit each office prior | to filing a building permit for each signature. |
| Treasurer's office: | Date: |
| Assessor's office: | Date: |

** Per Special Town Meeting vote on October 27, 2014 for "Denial, Revocation or Suspension of Local Licenses and Permits for Failure to Pay Taxes or Charges".



Town of Paxton

697 Pleasant Street, Paxton, Massachusetts 01612





| (This Section For Official Use Only) | | | | | | | | | | | | |
|--|---|-------------|------------|--|---------------------|------------|---|----------|---|--------------|----------------|-------------|
| Building Permit | Numl | er: | | Date Ap | plied: _ | | *************************************** | Build | ing Officia | l: | | |
| SECTION 1: LOCATION | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | / 1999 | | | | | | | | | |
| No. and Street | | City | /Town | | | Zip Coc | le | | | Name of | Building (if | applicable) |
| Assessors Map # | - ! | Blo | ck # and, | or Lot | # | | | | | | | |
| | | | | SEC | CTION 2 | : PROPC | SED | WORK | | | | |
| Edition of MA State Code used If New Construction check here \square or check all that apply in the two rows below | | | | | | | | | | | | |
| Existing Building | | Repair 🗆 | Alterat | ion 🏻 | Addit | ion 🗆 | Den | nolition | □ (Please | fill out and | submit App | endix 2) |
| Change of Use | | Change of | Occupar | ісу 🏻 | | Other | | ecify: | | | | |
| Are building plan | ns and | | | | being su | <u> </u> | | | | | | |
| Is an Independen | t Stru | ctural Engi | neering P | | | | - | _ | | | es 🗆 No | |
| Brief Description | of Pro | oposed Wo | rk: | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| SECTION 3: 0 | COMI | PLETE THI | S SECTIO | | XISTINO NGE IN 1 | | | | | ENOVATI | ON, ADDIT | TION, OR |
| Check here if an I | Existin | ng Buildin | z Investig | | | | | | |) □ | | |
| Existing Use Grou | | | | | | | | | l Use Grou | <u> </u> | | |
| | | | SE | CTION | 4: BUILI | DING HI | EIGH | T AND A | AREA | | | ····· |
| | | | | y | sting | Pro | posed | | | | | |
| No. of Floors/Stories (include basement levels) & Area Per Floor (sq. ft.) | | | | | | | | | | | | |
| Total Area (sq. ft.) and Total Height (ft.) | | | | | | | | | | | | |
| | | | SEC | TION 5 | : USE G | ROUP (0 | Check | as appli | icable) | | | |
| A: Assembly A-1 | | | htclub 🏻 | | | | 5 🗆 | | iness 🗆 | | E: Educa | tional 🗆 |
| | 1 🗆 | F2 🗆 | | | gh Hazaı | | H-1 | | | H-3 🗆 | H-4 🗆 | H-5 🗆 |
| I: Institutional I- | | | J I-4 □ | | ercantile | · | 177 | | dential I | | 2□ R-3□ | R-4 □ |
| S: Storage S-1 Special Use Descri | | 3-2 □ | | U: Uti | lity 🗆 | Specia | 1 Use | ⊔ and p | lease descr | ibe below: | | |
| Special Use Descri | ірцоп | | FCTION | 6. CON | ISTRIIC | TIONT | VPE (| Chack as | applicabl | ۵) | | |
| IA 🗆 IB | | T | IA 🗆 | IIB | | IIIA | | | | | A 🗂 🗆 X77 | , n |
| IA LI IB | | | | | | | | IIIB | | <u>L</u> | | 3 🗆 |
| | | | | | ****** | | | | | on each ite | m) Debris R | emoval· |
| Water Supply: | i | lood Zone | | | | ge Dispo | | ٠, ١ | Trench Permit: Debris Removal: A trench will not be Licensed Disposal Site | | | |
| | rubic di Check ii outside Flood Zone di Indicate intulicipal di | | | quired \(\sqrt{\text{or specify:}} \) | | - | | | | | | |
| Private □ | or i | ndentify Z | one: | | or on | site syste | em 🏻 | | nit is enclo | | 1 / | |
| Railroad rig | ght-of | -way: | | Hazar | rds to Ai | r Naviga | tion: | | МА Н | istoric Comr | nission Revie | w Process: |
| Not Appl | | | Is Sta | | within aiı | | proach | area? | Is their review completed? | | | ted? |
| or Consent to Bu | uild e | | | | Yes□ o | | | | Yes □ No □ | | | |
| | | | | | | | | | CCUPAN | CY | | |
| Edition of Code: _ | | | e Group(s | | | | | | | | | |
| Does the building | | _ | - | | _ | pecial Sti | pulati | ons: | | | | |
| Design Occupant Load per Floor and Assembly space: | | | | | | | | | | | | |

| | SECTION 9: PROP | ERTY OWNER AU | THORIZAT | TION | |
|--|---|---|--------------------------------|--|--|
| Name and Address of Proper | rty Owner | | | Manufacture of the Control of the Co | |
| Name (Print) | No. and Street | City/T | Cown | 1 | Zip |
| Property Owner Contact Info | ormation: | • | | | 1 |
| Title If applicable, the property ov | Telephone No. (busines wner hereby authorizes: | rss) Telephone No | o. (cell) | e-mail addre | ss |
| | Street Ad coperty owner's behalf, in all m SECTION 10: CONSTRUCTI | natters relative to wo | | zed by this building perm | Zip nit application. |
| If a building is l | less than 35,000 cu. ft. of enclosed Otherwise provide construction co | space and/or not und | ler Constructi | ion Control then check here | □. |
| | Responsible for Construction | | | | ls) |
| | | | | | |
| Name (Registrant) | Telephone No. | e-mail address | | Registration Number | |
| Street Address | City/Town | State | Zip | Discipline E | xpiration Date |
| 10.2 General Contractor | | | | | |
| | | | | *************************************** | Maria de la companya |
| Company Name | | | | | |
| Name of Person Responsible f | for Construction | License N | No. and Typ | pe if Applicable | |
| Street Address | | City/Town | | State Zip | _ |
| Telephone No. (business) | Telephone No. (cell | 1) | (| e-mail address | |
| A Workers' Compensation Ir | N 11: WORKERS' COMPENSAT nsurance Affidavit from the M are to provide this affidavit wi | IA Department of In ill result in the denia | ndustrial Ac al of the issu | ccidents must be complete nance of the building perr | ed and submitted nit. Is a signed |
| The second section of the sect | Affidavit submitted with the SECTION 12: CONSTR | | | □ No □ ⁄IIT FEE | |
| Item | Estimated Costs: (Labor and Materials) | | | t (from Item 6) = \$ | |
| 1. Building | \$ | | | | |
| 2. Electrical | \$ | Building Permit Fee = Total Construction Cost x (Insert here appropriate municipal factor) = \$ | | | |
| 3. Plumbing | \$ | | | | |
| 4. Mechanical (HVAC) | \$ | Note: Mir | nimum fee = | = \$ (contact mun | nicipality) |
| 5. Mechanical (Other) | \$ | Enclose check pay | ahla ta | | Contact |
| 6. Total Cost | \$ | municipality) and | | number here | (contact |
| | SECTION 13: SIGNATURE | | | | |
| By entering my name below, I application is true and accurate | | | | l of the information conta | nined in this |
| Please print and sign name | | Title | | Telephone No. | Date |
| Street Address | City/Town | State | Zip | Email Address | 5 |
| Municipal Inspector to fill out | t this section upon applicatio | on approval: | | | 1445-MANAMANA AND AND AND AND AND AND AND AND AND |
| rrr | · · · · · · · · · · · · · · · · · · · | | Nan | ne | Date |

Appendix 1

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. This appendix is to be submitted with the building permit application.

Checklist for Construction Documents*

| | Mark "x" where applicable | | | plicable |
|-----|---|-----------|------------|---|
| No. | Item | Submitted | Incomplete | Not Required |
| 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) | | | |

^{*}Areas of Design or Construction for which plans are not complete at the time of application submittal must be identified herein. Work so identified must not be commenced until this application has been amended and the proposed construction document amendment has been approved by the authority having jurisdiction.

Registered Professional Contact Information

| Name (Registrant) | Telephone No. | e-mail address | Registration Number |
|-------------------|-------------------|----------------|----------------------------|
| Street Address | City/Town | State Zip | Discipline Expiration Date |
| Name (Registrant) | Telephone No. | e-mail address | Registration Number |
| Street Address | City/Town | State Zip | Discipline Expiration Date |
| Name (Registrant) | Telephone No. | e-mail address | Registration Number |
| Street Address | City/Town | State Zip | Discipline Expiration Date |

Please follow this link for construction control forms to be used by Registered Design Professionals.



The Commonwealth of Massachusetts Department of Industrial Accidents Office of Investigations 600 Washington Street Boston, Mass. 02111 www.mass.gov/dia

Workers' Compensation Insurance Affidavit: Builders/Contractors/Electricians/Plumbers
Applicant Information Please Print Legibly

| Name (Business/Organization/Individual): | | | | | | |
|---|--|---|--|--|--|--|
| Address: | | | | | | |
| City/State/Zip: | Phone#: | | | | | |
| tHomeowners who submit this affidavit indicating the | A. 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. ‡ 5. We are a corporation and its officers have exercised their right of exemption perm MGL c. 152, § 1(4), and we have no employees. [no workers' comp. insurance required.] The section below showing their workers' compensation bey are doing all work and then bire outside contractors onal sheet showing the name of the sub-contractors an | must submit a new affidavit Indicating such. | | | | |
| the sub-contractors have employees, they must provid I am an employer that is providing workers' information. | le their workers' comp. policy number. compensation insurance for my employees, E | Below is the policy and job site | | | | |
| | | • | | | | |
| | City/State/Zip: | | | | | |
| Failure to secure coverage as required und up to \$1,500.00 and/or one year imprisou | ation policy declaration page (showing the Section 25a of MGL 152 can lead to the ment as well as civil penalties in the formal that a copy of this statement maybe forw | te imposition of criminal penalties of a f of a STOP WORK ORDER and a fine o | | | | |
| • | | | | | | |
| do herby certify under the pains and pe | nalties of perjury that the information pr | ovided above is true and correct. | | | | |
| , | nalties of perjury that the information pr Date: | ovided above is true and correct. | | | | |
| ilgnature: | · · · · · · · · · · · · · · · · · · · | ovided above is true and correct. | | | | |
| ignature: Print Name: | Dale: | | | | | |
| ignature: trint Name: Official use only Do not write in th | Dale: Phone र्म: | n official | | | | |
| ignature: Print Name: Official use only — Do not write in the City or Town: Stuing Authority (circle one): | Date: Phone #: is area to be completed by city or town | n official | | | | |

Information and Instructions

Massachusetts General Laws chapter 152 requires all employers to provide workers' compensation for their employees. Pursuant to this statue, 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 defined as "an individual, partnership, association, corporation or other legal entity, or any two or more of the forgoing 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 that 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 section §25(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 section §25(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 in the workers' compensation affidavit completely, by checking the box that applies to your situation and, if necessary, supply sub-contractor(s) name(s), address(es) and phone number(s) along with their certificates(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 Towns 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 homeowner 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 office of Investigations would like to thank you in advance for your cooperation and should you have any questions, please do not hesitate to give us a call.

The Department's address, telephone and fax number:

The Commonwealth of Massachusetts
Department of Industrial Accidents
Office of Investigations
600 Washington Street
Boston, MA 02111

phone #: (617) 727-4900 ext. 406 or 1-877-MASSAFE fax#: (617) 727-7749 www.mass.gov/dia

Revised 11-22-06



CONSERVATION COMMISSION

A state law, the Wetlands Protection Act, regulates activities in and near bodies of water and vegetated Wetlands.

This Act is administered by the Conservation Commission. It is the responsibility of the owner of land where WORK is taking place to understand and to comply with the provisions of this act.

If a property comes under the jurisdiction of the Wetlands Protection Act and WORK is conducted without the necessary approvals, the owner may be liable for the costs of remedial action and for civil damages.

| I have read and clearly understand the above statement | ent. |
|--|----------------------------|
| Signature: | Date |
| Name (printed) | |
| What is the proposed Construction: | |
| · · · · · · · · · · · · · · · · · · · | |
| | |
| C:\BUILDING COMMISSIONER\RMT FORMIS\Conservation Form_Building Permit Ac | knowledgementAffidavit.doc |



Town of Paxton 697 Pleasant Street Paxton, MA 01612

SUBMITTAL OF REDUCED SET OF ARCHITECTURAL FLOOR PLANS REQUIREMENT

ALL Building Permit Applications are required to be accompanied by one (1) set of "mini" architectural floor plans reduced to a standard paper copy size of 8 ½" x 11". A separate 8 ½" x 11" reduced architectural floor plan is required for *EACH* floor (level) including the basement floor plan.

This "reduced mini set" of floor plans is in addition to the FOUR (4) sets of Construction Documents currently required by this Department. This requirement shall pertain to all building permit applications.

If it is determined that the scope of the work under the building permit is of a minor nature whereby Construction Documents (acceptable to the Building Department) are already of 8 ½" x 11" size, simply provide five (5) sets rather than four (4).

Please indicate the following:

| Date: | |
|----------|---|
| Owner: _ | Telephone: |
| Address: | |
| | One 8 ½" x 11" reduced mini-set enclosed with 4 original full-scale plans; or |
| | A total of five 8 ½" x 11" copies have been submitted. |



DISPOSAL OF DEBRIS AFFIDAVIT

THIS IS A REQUIREMENT AS A CONDITION OF ISSUING A BUILDING PERMIT FOR THE DEMOLITION, RENOVATION, REHABILITATION OR OTHER ALTERATION OF A BUILDING OR STRUCTURE.

In accordance with the provisions 780 CMR, Art. 1, Sec. 111.5 of current edition of the Massachusetts State Building Code and M.G.L. C40, S54:

The undersigned herein CERTIFIES that the WORK associated with the Bullding Permit Application at the property known as: in Paxton, MA, (Address of WORK)_ that all debris resulting from WORK associated with this Application for a Building Permit at aforementioned property location, shall be disposed of in a properly licensed solid waste disposal facility as defined by M.G.L. c. 111, S 150A at: ______ a lawfully licensed solid waste disposal facility as defined by M.G.L. c. 111, S 150A. The debris will be disposed of in: (Location of Facility; City/Town and State) If the debris is not disposed of as indicated above, the holder of the permit shall notify the Building Official, in writing, within 10 days and will amend this Disposal of Debris Affidavit to reflect the actual location where the debris will be disposed. Also, refer to DEP Regulations 310 CMR 7.09(2) and 310 CMR 7.15, when applicable. SIGNATURE OF PERMITEE _____ DATE ADDRESS OF PERMITEE____ PHONE NUMBER_____EMAIL____



REFUSE CONTAINER AND DUMPSTER USE PERMIT

FEE: \$15.00

The revision of Town of Paxton's Zoning Bylaw (March 19, 2001) calls for a Refuse Container and Dumpster Use Permit.

Please apply for this permit in the office of the Town Services Coordinator at Paxton Town Hall, 697 Pleasant Street, Paxton, MA 01612. The telephone number is 508.753.2803 X11.

3.3.10 Refuse Container and Dumpster Use Permit: In all districts, the use of any commercial type refuse container and/or dumpster shall require review, approval and permitting by the Building Commissioner under the provisions established by the Building Department.

Richard M. Trifero, Building Inspector 508.756.5622

| Name | | |
|---|------|--|
| Phone | | |
| Regarding Property at | ŧ | |
| \$15 for Container/Dumpster Permit: Check # | Cash | |
| Date Payment Received | | |