

# **BUILDING PERMIT INSTRUCTIONS**

## **780 CMR CHAPTER 1 110.1 APPLICATION FOR PERMIT**

It shall be unlawful to construct, reconstruct, alter, repair, remove or demolish a building or structure, or to change the use or occupancy of a building or structure; or to install or alter any equipment for which provision is made or the installation of which is regulated by 780 CMR without first filing a written application with the building official and obtaining the required permit therefore.

- See entirety of CMR 780 8<sup>th</sup> edition Section 105.1 amended for more details available online at [www.mass.gov/DPS/BBRS](http://www.mass.gov/DPS/BBRS) .

## **CLASSIFICATION OF BUILDING PERMITS**

1. Industrial, Business and Commercial
2. Residential (1 & 2 Family)– New Construction, alterations, additions, etc.
3. Other – Alternative energy, Demolition, Fences, Storage buildings, decks, patios, temporary structure, Mechanical Permits (sheet metal.)

*All Building Permits issued by an approved dimensional variance will require a “foundation as built” plan before proceeding*

## **REQUIREMENTS – INDUSTRIAL, BUSINESS AND COMMERCIAL**

1. Application and all required documents to be filled out COMPLETELY
2. Investigation, evaluation submittal and control construction documents as required by 780 CMR 8<sup>th</sup> Edition and the IEBC must accompany the application.
3. Affidavit of licensed engineer/architect must accompany application. All plans must be certified to be in compliance with 780 CMR 8<sup>th</sup> Edition.
4. Plans and application to be submitted to and endorsed by various Town Boards and departments as required by the Building Inspector.  
*Note: Various Boards will have their own filing requirements and procedures. Please contact them directly for further information or some information may be available online at [www.avonmass.org](http://www.avonmass.org) .*
5. All structures exceeding 35,000 cubic feet require construction control affidavits.
6. All fire alarm and fire protection equipment and systems require permits and Fire Department review.
7. DIG SAFE number. (for dig safe info [www.digsafe.com](http://www.digsafe.com) .)
8. Design professional review as required by the International Existing Building Code (IEBC) formerly 780CMR ch.34
9. All Energy Conservation documents as required by 780CMR and IECC Amended International Energy Conservation Code and/or ASHRAE handbook are required with application. (available at [www.energycodes.gov](http://www.energycodes.gov))
10. Non refundable Application Fee of \$125 must be paid in FULL with application, permit fee to be determined from attached schedule.
11. As “Bonding” agents, the Board of Selectmen may be the last to sign or endorse the application.
12. Complete application with required endorsement. Three (3) copies of building and site plans, certificates, affidavits, energy conservation, waste removal, etc. must be filed with the Building Inspector for approval and issuance of a permit.
13. Certification that all taxes, bills and fees due the Town of Avon are paid in full.

## **RESIDENTIAL PERMITS – NEW, ALTERATIONS AND ADDITIONS**

1. Application and accompanying documents filled out COMPLETELY.
2. All plans must be certified by designer to be in compliance with 780CMR 8<sup>th</sup> edition.
3. Endorsements of other Boards may be required by Building Inspector.
4. Energy code calculations (See [www.enerycode.gov](http://www.enerycode.gov) ), 780CMR Amended, and International Energy Conservation Code (IECC)
5. Photocopies of construction supervisor's license (CSL) and Home Improvement Contractor's registration (HIC).
6. Three (3) copies of site and building plans.
7. Certified Plot Plan (2 copies) for all additions and new construction.
8. Certification that all taxes, bills and fees due the Town of Avon are paid in full.
9. DIG SAFE number
10. Non Refundable application fee of \$50 must be paid in full with application, permit fee to be determined from attached schedule.

## **OTHER PERMITS**

1. Plot Plan – Two (2) copies – for all pools, sheds, fences, decks and patios.
2. Floor plan – for layout/placement of any alternative energy source.
3. U.L. certificates and manufacturer's installation instructions for heating appliances.
4. Roofing, siding, doors & windows without structural changes do not require plans.
5. All Mechanical Permits require:
  - A. All sheet metal require a separate & distinct application form & permit card
  - B. Energy Code Compliance documents ([www.energycodes.gov](http://www.energycodes.gov))
  - C. Appliance Efficiency Rating.
6. All fire alarm and sprinkler work except normal maintenance and testing requires a building permit.
7. Copies of all professional and/or trade licenses required by the state of Massachusetts.

## **DEMOLITION PERMITS**

1. All requirements of 780 CMR 33 must be fulfilled.
2. Certification of disconnect for the following: Gas, Electric, Water, Cable, Telephone from the appropriate utility.
3. Certification that the structure is free of asbestos from a licensed remover.
4. Certification from a licensed exterminator that the structure is free of all rodents.
5. DIG SAFE number.
6. Full completed permit application.
7. Certification that all taxes, bills and fees due the Town of Avon are paid in full.

## **OCCUPANCY PERMITS**

### **Department sign off sheet must be completed before request.**

Temporary Occupancy Permits may be issued for limited periods. Failure to complete all requirements for the permanent Occupancy Permit will incur fines of up to \$100.00 per day per violation.

## **Industrial, Business and Commercial**

1. Two (2) copies of as built plans for building or structure.
2. Architect or engineer affidavit of compliance, construction type and capacity of structure.
3. Contractors affidavit of compliance
4. All final signatures on building permit card (Plumbing, gas, electric, Fire Department).
5. Final grading of topsoil and seeded lawn with erosion preventative must be completed.
6. Letter of Compliance from Conservation Commission.
7. Certification of compliance from Board of Health for wastewater disposal/treatment and water supply if not on Town water.
8. Payment in full of all taxes, bills & fees to the Town of Avon.
9. Address (numbers) must be applied to the structure and be clearly visible from the street.

## **RESIDENTIAL**

1. As built site plan confirming location of structure on lot.
2. Certification of compliance of wastewater disposal/treatment from Board of Health.
3. Approval of water supply if not on Town water.
4. Letter of compliance (if required) from Conservation Commission.
5. All final signatures on the Building Permit card (Plumbing, gas, electric and Fire Department).
6. Payment in full to the Town of Avon.
7. Copy of smoke & CO detector certificate.
8. Final grading of topsoil and seeded lawn with erosion preventative must be completed.
9. Address (numbers) must be applied to the structure and be clearly visible from the street.

## **IMPORTANT**

1. *All siding permits (wood, vinyl, metal, etc.) application must be accompanied by an electrical permit to remove and replace the electric service.*
2. *All permits which involve any excavation require a Dig Safe number (1-888 “Dig-Safe”/ 1-888- 344-7233) and may require a “trench” permit issued by the Avon Fire Dept applications available at [www.avonmass.org](http://www.avonmass.org) .*

**BUILDING PERMIT FEES  
EFFECTIVE JANUARY 1, 2010**

**All fees must be paid in full before issuance of any permit, certificate, report or re-inspection.**

**Non refundable Application Fee – must be paid in full with application**

(Applicable only to permits requiring plan review under Mass Bldg Code 780CMR and/or Town of Avon zoning by laws)

**1 & 2 Family Residential \$50.00      Commercial \$125.00**

**INDUSTRIAL/COMMERCIAL /BUSINESS**

New Construction & Alterations Roofing and Repairs	\$12.50/per thousand; minimum fee \$125.00
Signs	\$12.50/per thousand; minimum fee \$125.00 Plus \$3.00 / square foot of signage
Required periodic inspections	\$75.00 minimum per inspection/unit or address See Use Group Classification Fee Schedule for inspection and fees
Mechanical Permit	Minimum \$35.00, See schedule on Mechanical Permit Application

**RESIDENTIAL 1 & 2 FAMILY**

New construction, Additions & Alterations	\$75.00 sq. ft. x \$10.00/1000. \$50.00 minimum
Garages	\$35.00 sq. ft x \$10.00/1000.
Alterations/Remodeling	\$10.00/1000 \$50.00 minimum
All Pools	\$10.00/1000. \$50.00 minimum
Sheds, Fences, Retaining Walls	\$10.00/1000. \$50.00 minimum
Mechanical Permits	Minimum \$35.00, See schedule on Mechanical Permit Application

**DEMOLITION PERMITS**

Commercial, Business, Industrial	\$12.50/1000 estimated Minimum \$100.00
Residential including Sheds, detached garages, etc.	\$10.00/1000. estimated Minimum \$50.00

**OCCUPANCY PERMITS**

Industrial, Commercial, Business	\$75.00/Unit
Residential - 1 & 2 Family	\$50.00/Unit

**ALL PERMIT FEES WILL BE DOUBLED FOR WORK STARTED WITHOUT PERMITS BEING ISSUED AND PAID FOR IN FULL.**

**REPLACEMENT OF BUILDING CARD \$35.00**

**REINSPECTION FEE \$25.00**

**COPY FEE UP TO 8 ½ X 14 - .50/PAGE LARGER SIZES - COST PLUS \$25.00/HOUR**

\* All estimated cost are to include all site structure, electrical, plumbing, HVAC, etc.

**ROBERT C. BORDEN, BUILDING INSPECTOR**

**I HAVE READ AND UNDERSTAND THE DIRECTIONS ATTACHED.**

**NAME** \_\_\_\_\_

**DATE** \_\_\_\_\_



# APPLICATION FOR BUILDING PERMIT TOWN OF AVON

Date: \_\_\_\_\_

## To the INSPECTOR OF BUILDINGS:

The undersigned hereby applies for a permit to:  Build  Make Alterations  Demolish  Other \_\_\_\_\_

1. Address at site: \_\_\_\_\_

2. Name and Address of Owner: \_\_\_\_\_  
\_\_\_\_\_ Telephone: \_\_\_\_\_

3. Name and Address of Contractor: \_\_\_\_\_  
\_\_\_\_\_ Telephone: \_\_\_\_\_

4. Construction Supervisor's License No: \_\_\_\_\_ Home Improvement Cont. Lic. No: \_\_\_\_\_

5. Type of Construction: **Frame:**  Wood  Concrete/Steel  Brick/Block  
**Walls:**  Studs & Plaster  Precast  Brick/Block  
**Foundation:**  Concrete  Piles  Other \_\_\_\_\_  
Foundation Dimensions: \_\_\_\_\_ Wide x \_\_\_\_\_ Deep  
Energy Compliance:  Score  Rescheck  Comcheck

6. Number of Stories: \_\_\_\_\_

7. How is the building occupied:  Residential  Business  Industrial  Other \_\_\_\_\_  
If Residential, number of families: \_\_\_\_\_ If Business, No. of units: \_\_\_\_\_

8. Lot Size: \_\_\_\_\_ Frontage: \_\_\_\_\_  
Set Backs: Front \_\_\_\_\_ Left Side \_\_\_\_\_ Right Side: \_\_\_\_\_ Back: \_\_\_\_\_

9. Describe Proposed Work: \_\_\_\_\_  
\_\_\_\_\_

10. Plans submitted:  Yes  No Plot Plan:  Yes  No

All work to be performed in accordance with the current & amended Massachusetts State Building Code 780CMR.

11. Estimated Value of Work: \$ \_\_\_\_\_ (complete worksheet on back)

12. Signature of Owner or Authorized Representative: \_\_\_\_\_

Print Name

### OFFICIAL USE ONLY

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_ Permit No.: \_\_\_\_\_ Fee: \_\_\_\_\_

Map: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Zoning District: \_\_\_\_\_ RETX \_\_\_\_\_ Water \_\_\_\_\_ Other \_\_\_\_\_

SPECIAL REQUIREMENTS: As Built Plans: \_\_\_\_\_ Foundation Only: \_\_\_\_\_ Completed Structure: \_\_\_\_\_

Certificate of Occupancy:  Is  Is not required before premises maybe occupied Certificate of Occup. Fee: \_\_\_\_\_

### REQUIRED INSPECTIONS

Excavation: \_\_\_\_\_ Insulation: \_\_\_\_\_ Electrical: \_\_\_\_\_ Rough: \_\_\_\_\_ Final: \_\_\_\_\_

Foundation: \_\_\_\_\_ Final: \_\_\_\_\_ Plumbing: \_\_\_\_\_ Rough: \_\_\_\_\_ Final: \_\_\_\_\_

Rough Frame: \_\_\_\_\_ Gas Fitting: \_\_\_\_\_ Rough: \_\_\_\_\_ Final: \_\_\_\_\_

**How to calculate the “estimated value of work”  
Line 11 of the Building Permit Application**

Site Work:

- Excavation
- Septic Installation
- Back fill & rough grade
- Finish grade, loam & seed
- Plantings
- Sidewalks & Driveways

Concrete & Masonry:

- Footings & foundation
- Concrete slabs
- Masonry fireplaces & chimneys

Frame:

- Walls, interior & exterior
- Floors
- Ceilings
- Roofs, including shingles, etc

Misc.

- Include such things as:
- Tree cutting & stump removal
- All communication wiring  
(removal of excavated materials: boulders, trash, excess earth, etc.)
- Special site work, drainage, retention, detention areas, wetland replacement
- Hay bales, silt fence, fences, et al.

Exterior:

- Siding & trim

Interior:

- Doors
- Moldings & trim
- Stairs & railings
- Floor & coverings
- Paint & stain
- Kitchen – cabinets, counters, appliances

Plumbing & Gas:

- All Fixtures
- All Piping

Electrical:

- All line voltage wiring
- All fixtures
- All low voltage wiring
- All fixtures
- All communication wiring

All the above figures must include labor and materials.

For homeowners doing their own work to calculate the labor it should be at a rate of \$20.00 per hour.

Submit this completed worksheet with all building permit applications.

Item	Estimated Costs: (Labor and Materials)	
1. Building	\$	
2. Electrical	\$	
3. Plumbing	\$	
4. Mechanical (HVAC)	\$	
5. Mechanical (Fire Suppression)	\$	
<b>6. Total Project Cost:</b>	<b>\$</b>	

# TOWN OF AVON

## IX HOMEOWNER LICENSE EXEMPTION

### Supplement # 1

The current exemption for "homeowner" was extended to include owner-occupied dwellings of two units or less to allow such homeowners to engage an individual for hire who does not possess license, provided that the owner acts as a supervisor. (State Building Code Section 109 1.1)

### DEFINITION OF HOMEOWNER

Person(s) who own a parcel of land on which he/she 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 homeowner. Such "Homeowner" shall submit to the Building Official that he/she shall be responsible for all such work performed under the building permit. (Section 109 1.1)

The undersigned homeowner assumes responsibility for compliance with the State Building Code and other applicable codes, ordinance, rules and regulations, and will comply with the Town of Avon's Building Department minimum inspections procedures and requirements

**HOMEOWNERS SIGNATURE:** \_\_\_\_\_

## X CONSTRUCTION DEBRIS DISPOSAL

### Supplement # 2

In accordance with provisions of Massachusetts General Law C40, S54 debris resulting from this work shall be disposed of in a property licensed solid waste disposal facility as defined by Massachusetts General Law C11, S150A

The debris will be disposed of in:

\_\_\_\_\_  
(Location of Facility)

\_\_\_\_\_  
Signature of Permit Applicant

\_\_\_\_\_  
Date

## XI HOME IMPROVEMENT CONTRACTOR LAW AFFIDAVIT

(Residential Use Only) Supplement to Permit Application

### Supplement # 3

MGL C.142A requires that the "reconstruction, alteration, renovation, repair modernization, conversion, improvement, removal, demolition or construction of an addition to any pre-existing owner-occupied building containing at least one but not more than four dwelling units or two structures which are adjacent to such residence of building" be conducted by registered contractors, with certain exceptions along with other requirements.

Type of Work: \_\_\_\_\_ Est. Cost \_\_\_\_\_

Address of Work: \_\_\_\_\_

Owners Name: \_\_\_\_\_ Date of Permit Application: \_\_\_\_\_

I hereby certify that Registration is not required for the following reason(s)

\_\_\_ Work excluded by law \_\_\_ Job under \$1,000 \_\_\_ Building not owner-occupied \_\_\_ Owner obtaining own permit

Other (specify) \_\_\_\_\_

Notice is hereby given that:

**OWNERS OBTAINING THEIR OWN PERMIT OR EMPLOYING UNREGISTERED CONTRACTORS FOR APPLICABLE HOME IMPROVEMENT WORK DO NOT HAVE ACCESS TO THE ARBITRATION PROGRAM OF GUARANTY FUND UNDER MGL C.142A**

Sign under penalties of perjury

I hereby apply for a permit as the agent of the owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor Signature

\_\_\_\_\_  
Registration No.

OR:

Notwithstanding the above notice. I hereby apply for a permit as owner of the above property:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner Signature



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

Print Form

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

Name (Business/Organization/Individual): \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Are you an employer? Check the appropriate box:**

- |  |   |
|--|---|
| <p>1. <input type="checkbox"/> I am an employer with _____ employees (full and/or part-time).*</p> <p>2. <input type="checkbox"/> I am a sole proprietor or partnership and have no employees working for me in any capacity. [No workers' comp. insurance required.]</p> <p>3. <input type="checkbox"/> I am a homeowner doing all work myself. [No workers' comp. insurance required.] †</p> | <p>4. <input type="checkbox"/> 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. ‡</p> <p>5. <input type="checkbox"/> 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.]</p> |
|--|---|

**Type of project (required):**

6.  New construction
7.  Remodeling
8.  Demolition
9.  Building addition
10.  Electrical repairs or additions
11.  Plumbing repairs or additions
12.  Roof repairs
13.  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 Section 25A of MGL c. 152 can lead to the imposition of criminal penalties of 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. Be advised that 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.

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.

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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

Tel. # 617-727-4900 ext 406 or 1-877-MASSAFE

Fax # 617-727-7749

[www.mass.gov/dia](http://www.mass.gov/dia)