



# TOWN OF SAUGUS

INSPECTIONAL SERVICES DEPARTMENT  
298 CENTRAL STREET Suite#6  
SAUGUS, MASSACHUSETTS 01906

Telephone Number 781-231-4119  
781- 231-4116

Building Commissioner/Zoning Officer

## TOWN OF SAUGUS APPLICATION FOR PERMIT TO BUILD OR ALTER

**\*\*HOMEOWNERS FILLING OUT THEIR OWN PERMITS MUST FILL OUT ALL FOUR PAGES\*\***

**THIS APPLICATION MUST BE PRINTED**

Permit Number \_\_\_\_\_  
Fee Amount \$ \_\_\_\_\_  
Dumpster Fee \$ \_\_\_\_\_  
Date Filed \_\_\_\_\_  
Date Issued \_\_\_\_\_

Lessee: \_\_\_\_\_  
**Owners Name** \_\_\_\_\_  
City / Town \_\_\_\_\_

Address \_\_\_\_\_  
Phone # \_\_\_\_\_

Architects / Engineers \_\_\_\_\_  
City / Town \_\_\_\_\_

Address \_\_\_\_\_  
Phone # \_\_\_\_\_

**Builders Name** \_\_\_\_\_  
City / Town \_\_\_\_\_

Address \_\_\_\_\_  
Phone # \_\_\_\_\_

**Email address:** \_\_\_\_\_

**Licenses: Improvement (HIC) #** \_\_\_\_\_

**Construction Supervisor (CS) #** \_\_\_\_\_

**Address of Performed Work** \_\_\_\_\_

Assessors Map \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_ Zoning \_\_\_\_\_ Lot \_\_\_\_\_ Plan \_\_\_\_\_

**Purpose of Building Permit** \_\_\_\_\_

How Near Lot Lines: Right \_\_\_\_\_ Left \_\_\_\_\_ Rear \_\_\_\_\_ Street \_\_\_\_\_ Height \_\_\_\_\_

Size of New Construction \_\_\_\_\_ Method of Heating \_\_\_\_\_ Fuel \_\_\_\_\_

**Cost of Construction Work \$** \_\_\_\_\_

Is Building In Flood Plain? \_\_\_\_\_ Wetlands? \_\_\_\_\_

### **RESIDENTIAL**

**Number of Families** \_\_\_\_\_ **Number of Stories** \_\_\_\_\_ **Height** \_\_\_\_\_

Garage: Under \_\_\_\_\_ Attached \_\_\_\_\_ Modular \_\_\_\_\_ Stick Built \_\_\_\_\_

Water/Sewer Permit \_\_\_\_\_ Septic System \_\_\_\_\_ Wells \_\_\_\_\_

### **ROOFING, SIDING & POOLS**

Roofing: Number of Layers \_\_\_\_\_ Material to be Applied \_\_\_\_\_

Siding: Present Siding; Wood \_\_\_\_\_ Vinyl \_\_\_\_\_ Asbestos \_\_\_\_\_

Siding: Materials to be Applied \_\_\_\_\_ Numbers of Squares \_\_\_\_\_

Pools: In-Ground Fiberglass Above ground \_\_\_\_\_ Gunite \_\_\_\_\_ Vinyl \_\_\_\_\_ Cement \_\_\_\_\_

Type & Height of fence \_\_\_\_\_

**\*\* ALL SOLAR PERMIT APPLICATIONS REQUIRE AN INITIAL CONSTRUCTION CONTROL AFFIDAVIT AND FINAL CONSTRUCTION CONTROL AFFIDAVIT AT FINAL.**

**Signature of Applicant** x \_\_\_\_\_



The Commonwealth of Massachusetts  
 Department of Industrial Accidents  
 Office of Investigations  
 1 Congress Street, Suite 100  
 Boston, MA 02114-2017  
 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 #: \_\_\_\_\_

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

- |   |   |
|---|---|
| <p>1. <input type="checkbox"/> I am a 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 #: \_\_\_\_\_

TOWN OF SAUGUS  
BUILDING DEPARTMENT/INSPECTIONAL SERVICES  
298 CENTRAL STREET  
SAUGUS, MA 01906

**AFFIDAVIT**  
**Home Improvement Contractor Law**  
**Supplement to Permit Application**

The Office of Consumer Affairs and Business Regulation ("OCABR") regulates the registration of contracts and subcontractors performing improvements or renovations on detached one to four family homes. Prior to performing work on such homes, a contractor must be registered as a Home Improvement Contractor ("HIC").

**M.G.L. Chapter 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 to structures which are adjacent to such residence or building" be done by registered contractors.

**Note: If the homeowner contracted with a corporation or LLC, that entity must be registered.**

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

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

Date of Permit Application: \_\_\_\_\_

I hereby certify that:

Registration is not required for the following reason(s):

- Work excluded by law:(explain) \_\_\_\_\_
- Job under \$1,000.00
- Building not owner-occupied
- Owner obtaining own permit (explain) \_\_\_\_\_
- Other (specify) \_\_\_\_\_

**OWNERS OBTAINING THEIR OWN PERMIT OR ENTERING INTO CONTRACTS WITH UNREGISTERED CONTRACTORS OR SUBCONTRACTORS FOR APPLICABLE HOME IMPROVEMENT WORK ARE NOT ELIGIBLE FOR AND DO NOT HAVE ACCESS TO THE ARBITRATION PROGRAM OR GUARANTY FUND UNDER M.G.L. Chapter 142A.**

Signed under the penalties of perjury:

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

\_\_\_\_\_  
Date Contractor Name HIC Registration No.

OR

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

\_\_\_\_\_  
Date Owner Name and Signature



Inspectional Services Department

# TOWN OF SAUGUS

INSPECTIONAL SERVICES DEPARTMENT  
298 CENTRAL STREET  
SAUGUS, MASSACHUSETTS 01906

Telephone: (781) 231-4115  
(781)231-4116

In accordance with the provisions of MGL c40, & 54, a condition of Building Permit Number \_\_\_\_\_ is that the debris resulting from this work shall be disposed of in a properly licensed solid waste Disposal facility as defined by MGL c 111, & 150A.

This debris will be disposed of in which City or Town:

Street Address \_\_\_\_\_ City or Town: \_\_\_\_\_

Type of Container for  
Transportation \_\_\_\_\_

\*Dumpster Fee of \$25 for a dumpster on private property for the first thirty days and \$10 for each additional week a dumpster is on site, including dumpster on the street if approved by the DPW.

\*Dumpster Fee amount: \$ \_\_\_\_\_.

X \_\_\_\_\_

Signature of Permit Applicant

# 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 your insurance company's name, address and phone number along with a certificate 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). 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.

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The Department's address, telephone and fax number:

The Commonwealth of Massachusetts  
Department of Industrial Accidents  
1 Congress Street  
Boston, MA 02114-2017  
Tel. # 617-727-4900 ext. 7406 or 1-877-MASSAFE  
Fax # 617-727-7749  
[www.mass.gov/dia](http://www.mass.gov/dia)