CHECKLIST FOR APPLICATION

- ☐ Conservation Approval Letter if any wetlands
- ☐ Upland Certification Letter from an Engineer
- ☐ 2 Sets of plans for building or structure
- ☐ Plot Plan showing location of building or structure to lot lines
- ☐ Sewer Department Approval or Disposal Construction Permit (Board of Health)
- ☐ Water Well Report or Water District Approval Letter(Board of Health)
- ☐ Driveway Permit from the Selectmen's Office
- ☐ Copies of Variances or Special Permits Granted by the Planning Board or Zoning Board of Appeals
- ☐ Lot Release (if in any Subdivision) from the Planning Board
- ☐ Worker's Compensation Affidavit required by the Commonwealth of Massachusetts
- ☐ Certificate of Liability Insurance with Town of Dudley as Certificate Holder
- ☐ Copy of Construction Supervisor License
- ☐ Copy of Home Improvement Registration(Not for New Construction)
- ☐ Modular Homes: All above and see special requirements for Modular Homes
- ☐ Street number is required for an application for a building permit
- ☐ Energy Compliance Report (MSBC 8th Edition, Appendix J) All Heated Spaces
- ☐ **Modular Homes:** All of the above, plus the following special requirements for Modular Homes:
  Written certification from the manufacturer for the person responsible for setting the units.
  Construction supervisor to obtain permit-homeowner cannot obtain the building permit.
  Manufacturer's plans with cover sheet bearing Massachusetts stamp of approval.
  Third party testing company's stamp.
  Assembly manual.
  Plans for any site built sections of the home.
  Note: The plans must be for the house being built, not a generic set of plans.

Note: AS_BUILT plan must be submitted and approved for foundation location before any wood construction can begin.

AS_BUILT plan must show location by dimension to all lot lines.

Note: AS_BUILT plan must be submitted and approved for foundation location before any wood construction can begin.

AS_BUILT plan must show location by dimension to all lot lines.
(Not Mortgage Plan)

A CERTIFIED PLOT PLAN with BUILDING ENVELOPE

Must be provided for the following:

New Construction
Additions
Garages
Pools ([redacted]Inground)
Decks
Carports

NO CERTIFIED PLOT PLAN = No Building Permit

STRETCH CODE FOR NEW CONSTRUCTION:

New Construction: Single Family Dwelling – suggested options

- Insulate New Home- Energy Code 2012
- Res Check Software Version (4.6.2.0) or Certified Prescriptive List
    - Celling Flat (R 49.0)
    - Sealed Attic
    - Vaulted Ceiling
    - Above Grade Walls (R21.0)
    - Foundation Walls (R 13: continuous or R17: with 2x6's)
    - Exposed Floor (R30.00)
    - Slab (R10 – 2' in and 2' deep
- **Blower Door Test** – Allows 3 Air Changes per hour (ACH) at pressure of 50 pascals and all joints must be sealed and insulated with R6 (inside the envelope) and/or R8 (outside the envelope)
- **DUCT Pressurization Test** 2012 IEC Sec 403.2.2
- Rough In without Handler < 3 CFM per 100 SQFT
- Rough In with Handler < 4 CFM per 100 SQFT
- Post Construction Test: Total Leakage < 4 CFM per 100 SQFT

TOWN OF DUDLEY
BUILDING DEPARTMENT

PLEASE NOTE: **ALL DEPARTMENTS NEED TO SIGN OFF BEFORE THE BUILDING DEPARTMENT WILL ACCEPT ANY APPLICATION FOR REVIEW!**

PROJECT ADDRESS: _____

Property Owners Name _____

Property Owners Address _____

Contractor/Business Name _____

Contractors Address _____

TAX COLLECTOR/ TREASURER

Unpaid bill (Contact Tax Collector for more information) _____

Completed by _____ Date _____

BOARD OF HEALTH

Approved by _____ Date _____

SEWER DEPARTMENT

Approved by: _____ Date: _____

WATER DEPARTMENT

Approved by: _____ Date _____

CONSERVATION COMMISSION

Approved by _____ Date _____

FIRE PROTECTION REVIEW

Approved by _____ Date _____

MEASUREMENT	DISTRICT									
	RES 10	RES 15	RES 30	RES 43	RES 87	BUS 15	IND 43	IND 130	LI 43	LI 87
Minimum Lot area (Square Feet)	10,000[1]	15,000	30,000	43,560	87,000	15,000[1]	43,560	130,630	43,560	87,120
Minimum Lot Frontage (Feet)	100[2]	100	100	150	150	200[2]	200	200	100	100
Minimum Front (Feet)	20	30	35	40	40	20	45	45	30	50
Minimum Side Yard (Feet)	10	15	15	25	25	10	25	25	30	30
Minimum Rear Yard (Feet)	15	20	25	25	25	35	40	40	30	30
Maximum Lot Coverage (Percent)	50	30	20	20	20	30	65	65	65	65
Maximum Building Height (Feet)	45	35	35	35	35	40	40	40	45	45[5]

1) For Apartment Building structures (building constructed in excess of 2 units), six thousand (6,000) square feet of land area shall be provided for each dwelling unit in addition to the required minimum lot area.

2) Two-hundred (200) feet of frontage is required for apartment building (multiple family) structures.

3) Minimum lot frontage shall be required on each street of a corner lot.

4) Front yard setback requirement shall apply to each street of a corner lot.

5) Maximum Building Height in LI 87-Height above this level available by Special Permit.

BUSINESS 15- Land Space Requirements/Residential Use. The same land space measurements as for Residential 10, General Residential District.

The Commonwealth of Massachusetts
Board of Building Regulations and Standards
Massachusetts State Building Code, 780 CMR

Building Permit Application To Construct, Repair, Renovate Or Demolish a *One- or Two-Family Dwelling*

FOR MUNICIPALITY USE
Revised Mar 2011

This Section For Official Use Only

Building Permit Number: _____ Date Applied: _____

_____ _____ _____
Building Official (Print Name) Signature Date

SECTION 1: SITE INFORMATION

1.1 Property Address:

1.1a Is this an accepted street? yes____ no____

1.2 Assessors Map & Parcel Numbers

Map Number _____ Parcel Number _____

1.3 Zoning Information:

Zoning District _____ Proposed Use _____

1.4 Property Dimensions:

Lot Area (sq ft) _____ Frontage (ft) _____

1.5 Building Setbacks (ft)

Front Yard		Side Yards		Rear Yard	
Required	Provided	Required	Provided	Required	Provided

1.6 Water Supply: (M.G.L c. 40, §54)
Public ☐ Private ☐

1.7 Flood Zone Information:
Zone: ___ Outside Flood Zone? Check if yes☐

1.8 Sewage Disposal System:
Municipal ☐ On site disposal system ☐

SECTION 2: PROPERTY OWNERSHIP[1]

2.1 Owner[1] of Record:

Name (Print) _____ City, State, ZIP _____

No. and Street _____ Telephone _____ Email Address _____

SECTION 3: DESCRIPTION OF PROPOSED WORK[2] (check all that apply)

New Construction ☐	Existing Building ☐	Owner-Occupied ☐	Repairs(s) ☐	Alteration(s) ☐	Addition ☐
Demolition ☐	Accessory Bldg. ☐	Number of Units____	Other ☐ Specify:_____		

Brief Description of Proposed Work[2]:_____

SECTION 4: ESTIMATED CONSTRUCTION COSTS

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

Official Use Only

1. Building Permit Fee: $_____ Indicate how fee is determined:
☐ Standard City/Town Application Fee
☐ Total Project Cost[3] (Item 6) x multiplier _____ x _____
2. Other Fees: $_____
List:_____

Total All Fees: $_____
Check No. _____ Check Amount: _____ Cash Amount: _____
☐ Paid in Full ☐ Outstanding Balance Due:_____

SECTION 5: CONSTRUCTION SERVICES

5.1 Construction Supervisor License (CSL)

Name of CSL Holder

No. and Street

City/Town, State, ZIP

Telephone Email address

License Number Expiration Date

List CSL Type (see below)

Type	Description
U	Unrestricted (Buildings up to 35,000 cu. ft.)
R	Restricted 1&2 Family Dwelling
M	Masonry
RC	Roofing Covering
WS	Window and Siding
SF	Solid Fuel Burning Appliances
I	Insulation
D	Demolition

5.2 Registered Home Improvement Contractor (HIC)

HIC Company Name or HIC Registrant Name

No. and Street

City/Town, State, ZIP Telephone

HIC Registration Number Expiration Date

Email address

SECTION 6: WORKERS' COMPENSATION INSURANCE AFFIDAVIT (M.G.L. c. 152. § 25C(6))

Workers Compensation Insurance affidavit must be completed and submitted with this application. Failure to provide this affidavit will result in the denial of the Issuance of the building permit.

Signed Affidavit Attached? Yes ..... ☐ No ..... ☐

SECTION 7a: OWNER AUTHORIZATION TO BE COMPLETED WHEN OWNER'S AGENT OR CONTRACTOR APPLIES FOR BUILDING PERMIT

I, as Owner of the subject property, hereby authorize _____
to act on my behalf, in all matters relative to work authorized by this building permit application.

Print Owner's Name (Electronic Signature) Date

SECTION 7b: OWNER[1] OR AUTHORIZED AGENT DECLARATION

By entering my name below, I hereby attest under the pains and penalties of perjury that all of the information contained in this application is true and accurate to the best of my knowledge and understanding.

Print Owner's or Authorized Agent's Name (Electronic Signature) Date

NOTES:

1. An Owner who obtains a building permit to do his/her own work, or an owner who hires an unregistered contractor (not registered in the Home Improvement Contractor (HIC) Program), will ***not*** have access to the arbitration program or guaranty fund under M.G.L. c. 142A. Other important information on the HIC Program can be found at www.mass.gov/oca Information on the Construction Supervisor License can be found at www.mass.gov/dps

2. When substantial work is planned, provide the information below:

Total floor area (sq. ft.) _____ (including garage, finished basement/attics, decks or porch)
Gross living area (sq. ft.) _____ Habitable room count _____
Number of fireplaces _____ Number of bedrooms _____
Number of bathrooms _____ Number of half/baths _____
Type of heating system _____ Number of decks/ porches _____
Type of cooling system _____ Enclosed _____ Open _____

3. "Total Project Square Footage" may be substituted for "Total Project Cost"

Department of Industrial Accidents
Office of Investigations
600 Washington Street
Boston, MA 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 #: _____

Are you an employer? Check the appropriate box:

1. ☐ I am a employer with _____ employees (full and/or part-time).*
2. ☐ I am a sole proprietor or partnership and have no employees working for me in any capacity. [No workers' comp. insurance required.]
3. ☐ I am a homeowner doing all work myself. [No workers' comp. insurance required.] †
4. ☐ 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 per MGL c. 152, §1(4), and we have no employees. [No workers' comp. insurance required.]

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 #:** _____

Suggested Affidavit for Home Improvement Contractor Permit Application

For Office Use Only
Permit No._____
Date_____

NAME OF CITY/TOWN
DUDLEY

AFFIDAVIT
Home Improvement Contractor Law
Supplement to Permit Application

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 to structures which are adjacent to such residence or building" be done by registered contractors, with certain exceptions, along with other requirements.

Type of Work:_____ Est. Cost_____

Address of Work_____

Owner 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 pulling own permit
___Other (specify)_____

Notice is hereby given that:

OWNERS PULLING THEIR OWN PERMIT OR DEALING WITH UNREGISTERED CONTRACTORS FOR APPLICABLE HOME IMPROVEMENT WORK DO NOT HAVE ACCESS TO THE ARBITRATION PROGRAM OR GUARANTY FUND UNDER MGL c. 142A.

Signed under penalties of perjury:

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

_____ _____ _____
Date Contractor Name Registration No.

OR:

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

_____ _____
Date Owner Name

**Application not necessary for: New Home Construction
Above Ground Pools
Commercial Property
Over Four Family Homes

AFFIDAVIT

As a result of the provisions of MGL c 40, S54, I acknowledge that as a condition of Building Permit Number _____ all debris resulting from the construction activity governed by this Building Permit shall be disposed of in a properly licensed solid waste disposal facility, as defined by MGL c 111, S 150 A.

I certify that I will notify the Building Official by _____ (Two months maximum) of the location of the solid waste disposal facility where the debris resulting from the said construction activity shall be disposed of, and I shall submit the appropriate from for attachment to the Building Permit.

_____
Date

_____
Signature of Permit Applicant

_____
Address of Project

Print or type the following information:

_____
Firm Name (Trash Hauler)

_____
Address of Facility

DUDLEY BOARD OF ASSESSORS
71 WEST MAIN STREET
SUITE 4
DUDLEY, MA 01571
(508) 949-8006

Assessors:
Conrad Allen, Chairman
Jo-Ann Szymczak
Tom Brousseau

Assistant Assessor: Lisa L. Berg
Assessor Clerk: Michelle Jervis

To All Permit Holders

As of January 1, 2008 the Assistant Assessor, Lisa Berg will be accompanying the Dudley Fire Department when visiting a home/business for the purpose of signing off on Sprinkler/Fire Alarm/Smoke/Carbon Monoxide detector permits or on any given day during the time of construction.

This will allow the Assessor to insure the data on the property is fair and accurate and if not, make the appropriate changes.

If you would like to discuss this scheduled visit, please call the Assessor's Office.

Thank You,

Lisa L. Berg, MAA
Assistant Assessor

Please Note: The Building Inspector, Assistant Building Inspector and the Building Department Clerk are not involved with the assessments on values in the Town of Dudley and are not liable for any problems or concerns that might arise from the inspection.

TOWN OF DUDLEY
MASSACHUSETTS
CONSERVATION COMMISSION

Richard J. Androlewicz, *Chairman*
Francis Mikolajczak, *Commissioner*
Brian K. Germain, *Commissioner*
Samantha S. Costello, *Commissioner*
Matthew Marro, *Environmental Engineer*

Paul Wieloch, *Vice Chairman*
George Slingo, *Commissioner*
Nancy J. Vajcovec, *Commissioner*
Caryl Savard, *Clerk*

Massachusetts Wetlands Protection Act
Building Documentation Form

Under the provision of the Wetlands Protection Act, MGL Ch.131 Sec. 40, 310 CMR 10.00, no person may remove, fill dredge or alter certain resource areas without first filing a Notice of Intent and obtaining an Order of Conditions. This law requires that any Order so issued must contain conditions sufficient to preserve and promote the following public interests: the protection of public or private water supply and groundwater supply, the enhancement of flood control and storm damage prevention, the prevention of pollution and the protection of fisheries and land containing shellfish.

If your project involves a pond, lake, river, stream or wetland; or work within 100, 200 or 400 horizontal feet of any of these resource areas including the cutting of trees and disturbing the earth in any manner, you may need a permit (Order of Conditions) from the Dudley Conservation Commission or a Building Permit may not be issued.

Please check the following:

- ☐ My project involves a Resource Area and I do not know if I need to file. Please contact me.
- ☐ I am not sure if my project involves a Resource Area. I will fill out a Form 1-Request for Determination of Applicability, following the steps listed on the Filing Procedures Form.
- ☐ My project does involve a Resource Area; I will complete a Form 3-Notice of Intent, following the steps listed on the Filing Procedures Form.
- ☐ My project involves a large Resource Area, land might be subject to flooding, may be located in a flood zone and may require a Permit from the Army Corps of Engineers. I will complete a Form 3-Notice of Intent, following the steps listed on the Filing Procedures Form, and contact the Army Corps of Engineers.
- ☐ My project is exempt under Agriculture. I understand I am required to attend a meeting of the Dudley Conservation Commission to discuss my project.
- ☐ My project does not involve any Resource Areas described.

Forms & Procedures can be obtained from the literature rack outside the Conservation office.

Name and Contact Information: _____
(Please print)

Project: _____ Project Address: _____

Signature: _____ Date: _____

71 West Main St., Suite 8, Dudley, MA 01571
Fax: 508-949-8015
Website: www.dudleyma.gov

Phone: 508-949-8011
Email: conservation@dudleyma.gov

TOWN OF DUDLEY

Schedule of Inspections

For Building inspections call: 508-949-8012

A 24-hour notice is required for an inspection and the Building Official has 48 hours to complete the inspection

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FROST AND FOUNDATION WALLS

Frost walls before any backfill is placed, Foundation walls before any backfill and after perimeter drains are installed, and damproofing is completed

As-built foundation plan submitted and approved

Building Official's signature on card or inspection sheet is required before any backfill is done

---

FRAMING AND FIREPLACE

After the wiring, plumbing and gas/oil inspector(s) have signed the building permit card, and all framing has been completed

Fireplace

During the construction of the firebox and damper

No wall coverings or insulation is to be applied until the Building Official's signature is affixed on the Building Permit card

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Insulation

After the insulation and vapor barrier have been installed

No wall coverings (sheetrock) can be applied anywhere until the Building Official's signature is affixed to the Building Permit card

---

Final Inspection for Certificate of Use and Occupancy

After the Electrical, Plumbing, Gas/Oil Fire and Highway Departments have signed the card, and after the Certificate of Compliance for any septic system (if needed) has been issued

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HOUSE NUMBERS MUST BE DISPLACED ON THE HOUSE BEFORE A FINAL INSPECTION

- The premises can not be used or occupied for any purpose until a Certificate of Use and Occupancy has been issued
- A $50.00 re-inspection fee will apply if any inspector has to be sent to the property for a second time for the same inspection
- Permits void if construction is not started within six (6) months