

Date Received:



Office Use Only:  
Permit No. \_\_\_\_\_  
Date \_\_\_\_\_

Town of Watertown  
Building Inspection Division

149 Main St.  
Watertown, MA 02472  
Tel: 617-972-6480 – Fax: 617-926-7778

## APPLICATION FOR A PERMIT TO BUILD

Section 1	WORKLOCATION / PROPERTY ADDRESS _____				
	Owner of Record	Street Address	City/Town	State	Phone
	General Contractor	Street Address	City/Town	State	Phone
	Massachusetts C.S.L Number (or applicable)		Lic# _____		exp _____
	H.I.C. Registration (or applicable)		Reg# _____		exp _____
Architect/Engineer	Street Address	City/Town	State	Phone	

Section 2	<b>STRUCTURE:</b>				
	Existing Use: _____	Proposed Use: _____	If dwelling/ No. of families _____		
	Building Setbacks From property line:	Existing:	Front _____	Side _____	Rear _____
		Proposed:	Front _____	Side _____	Rear _____

Section 3	\$ _____	\$ _____
	Total Estimated Construction Cost	Permit Fee (due at time of filing)
	(fee based on \$15 per \$1000 of total estimated construction cost)	
	Check / money order made payable to 'Town of Watertown' or exact cash only	
These Statements are made under penalty of perjury by: Owner _____ Contractor / Authorized Agent _____		
Signature: _____	Print Name: _____	
Daytime Tel #: _____	Email: _____	

Office Use Only	<b>Approved By:</b>		
	_____ Mike Mena, Zoning Enforcement Officer	_____ Date	_____ Inspector of Buildings
			_____ Date

Section 4

**PLANS:**

Plans smaller than "11x17" will be submitted in duplicate. We will retain one copy and return a field copy with any notes or comments, along with the permit card. All plans to be dated. **PLANS LARGER THAN THE ABOVE**, will be submitted with one 'Hard Copy' and one copy on CD. The hard copy will be returned as the FIELD COPY with any notes or comments, along with the permit card. All plans to be dated.

Plan Submission (check off)

Date of Plans: \_\_\_\_\_

\_\_\_\_\_ 2 hard copies  
\_\_\_\_\_ Specifications

\_\_\_\_\_ 1 hard copy, 1 electronic copy  
\_\_\_\_\_ Plot Plan/Certified/dated

In all cases, any Field Copies will be retained on site for the duration of the project.

Construction Control Affidavit required, if in excess of 35,000 cubic feet.

Section 5

**DETAILED DESCRIPTION OF WORK TO BE PERFORMED:**

\_\_\_\_\_  
New Construction

\_\_\_\_\_  
Existing Building

\_\_\_\_\_  
Fire Alarm

\_\_\_\_\_  
Sprinkler

\_\_\_\_\_  
Other

Please provide a description of work to be done:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Section 6

**DEBRIS FORM**

In accordance with the provisions of MGL c. 40 § 54, a condition of the Building Permit 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.

The Debris will be disposed of in: \_\_\_\_\_

- 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.
- INSURANCE CERTIFICATES MUST BE SUBMITTED WITH THE APPLICATION, IF APPLICABLE.
- ANY NEW SITE / UTILITY WORK INVOLVED WITH THIS APPLICATION MUST BE SUBMITTED TO D.P.W., MATT SHUMAN/TOWN ENGINEER, FOR HIS REVIEW AND APPROVAL PRIOR TO THE ISSUANCE OF A BUILDING PERMIT.
- D.P.W. NON-EXCAVATING PERMIT REQUIRED BEFORE ANY VEHICLE DRIVES OVER CURBS, GRASS PLOTS OR SIDEWALKS.



The Commonwealth of Massachusetts  
 Department of Industrial Accidents  
 1 Congress Street, Suite 100  
 Boston, MA 02114-2017  
 www.mass.gov/dia

Workers' Compensation Insurance Affidavit: Builders/Contractors/Electricians/Plumbers.  
 TO BE FILED WITH THE PERMITTING AUTHORITY.

**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 an 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 homeowner and will be hiring contractors to conduct all work on my property. I will ensure that all contractors either have workers' compensation insurance or are sole proprietors with no employees.
- 5.  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. ‡
- 6.  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):

- 7.  New construction
- 8.  Remodeling
- 9.  Demolition
- 10.  Building addition
- 11.  Electrical repairs or additions
- 12.  Plumbing repairs or additions
- 13.  Roof repairs
- 14.  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 MGL c. 152, §25A is a criminal violation punishable by 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. 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.

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The Department's address, telephone and fax number:

The Commonwealth of Massachusetts  
Department of Industrial Accidents  
1 Congress Street, Suite 100  
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)