



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



City of Medford  
 Office of the Building Commissioner  
 City Hall Room 115a  
 Telephone (781) 393-2509

**APPLICATION TO CONSTRUCT, REPAIR, RENOVATE OR DEMOLISH A ONE OR TWO FAMILY DWELLING**

**This Section For Official Use Only**

Building Permit Number: \_\_\_\_\_

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

Commissioner: \_\_\_\_\_

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

**SECTION 1 - SITE INFORMATION**

1.1 Property Address:  
 \_\_\_\_\_  
 \_\_\_\_\_

1.2 Zoning Information:  
 \_\_\_\_\_  
 Zoning District \_\_\_\_\_ Building Use \_\_\_\_\_

1.3 Property Dimensions:  
 \_\_\_\_\_  
 Zoning District \_\_\_\_\_ Proposed Use \_\_\_\_\_ Height of Structure \_\_\_\_\_

Is property in Historical  
 District? YES  NO

1.4 Building Setbacks (ft):

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

1.5 Water Supply (M.G.L. c. 40, § 54)

Public  Private

1.7 Flood Zone Information

Zone: \_\_\_\_\_ Outside Flood Zone

1.7 Sewage Disposal System

Municipal  On site disposal system

**SECTION 2 - PROPERTY OWNERSHIP/AUTHORIZED AGENT**

2.1 Owner of Record:

Name (Print) \_\_\_\_\_

Address for Service: \_\_\_\_\_

Signature \_\_\_\_\_ Telephone \_\_\_\_\_

2.2 Authorized Agent:

Name (Print) \_\_\_\_\_

Address for Service: \_\_\_\_\_

Signature \_\_\_\_\_ Telephone \_\_\_\_\_

**SECTION 3 - CONSTRUCTION SERVICES**

3.1 Licensed Construction Supervisor:

Licensed Construction Supervisor \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_ Telephone \_\_\_\_\_

Not Applicable

License Number \_\_\_\_\_

Expiration Date \_\_\_\_\_

3.2 Registered Home Improvement Contractor:

Company Name \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_ Telephone \_\_\_\_\_

Not Applicable

Registration Number \_\_\_\_\_

Expiration Date \_\_\_\_\_

**SECTION 4 - 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 5 - DESCRIPTION OF PROPOSED WORK (check all applicable)**

New Construction <input type="checkbox"/>	Existing Building <input type="checkbox"/>	Repair(s) <input type="checkbox"/>	Alteration(s) <input type="checkbox"/>	Addition <input type="checkbox"/>
Accessory Bldg. <input type="checkbox"/>	Demolition <input type="checkbox"/>	Other <input type="checkbox"/> Specify: _____		

Brief Description of Proposed Work:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SECTION 6 - ESTIMATED CONSTRUCTION COSTS**

Item	Estimated Cost (Dollars) to be completed by permit applicant	Official Use Only	
1. Building		(a) Building Permit Fee Multiplier	
2. Electrical		(b) Estimate Total Cost of Construction from (6)	
3. Plumbing		<b>Building Permit Fee</b> (a) x (b)	
4. Mechanical (HVAC)			
5. Fire Protection			
6. Total = (1+2+3+4+5)		Check Number:	Cash <input type="checkbox"/>

**SECTION 7a - OWNER AUTHORIZATION - TO BE COMPLETED WHEN OWNERS 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.

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

Date \_\_\_\_\_

**SECTION 7b - OWNER / AUTHORIZED AGENT DECLARATION**

I, \_\_\_\_\_ as Owner /Authorized Agent hereby declare that the statements and information on the foregoing application are true and accurate, to the best of my knowledge and belief.

Signed under the pains and penalties of perjury.

Signature of Owner / Agent \_\_\_\_\_

Date \_\_\_\_\_

**SECTION 7c - HOMEOWNERS PERMIT / HOMEOWNER AFFIDAVIT** 

I, \_\_\_\_\_ as Owner of the subject property hereby declare that I am the owner of, and reside at the property at subject address. I agree to act as supervisor of the work authorized under this building permit.

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

Date \_\_\_\_\_