



**Building & Zoning Approval Form**  
**APPLICATION INFORMATION**

ADDRESS \_\_\_\_\_

PROPOSED USE: \_\_\_\_\_

EXISTING USE       NEW USE       CHANGE IN USE

STAMPED PLOT PLAN ATTACHED     YES  NO

DATE OF PLANNING BOARD APPROVAL \_\_\_\_ / \_\_\_\_ / \_\_\_\_

APPROVAL FORM ATTACHED?     YES     NO       N/A

DATE OF ZONING BOARD APPROVAL \_\_\_\_ / \_\_\_\_ / \_\_\_\_

RECORDED APPROVAL FORM ATTACHED  YES  NO  N/A

COPY OF PARKING LOT LICENSE PROVIDED  YES  NO  N/A

PROPOSED OCCUPANCY RATING \_\_\_\_\_ PERSONS

SUBMITTED BY \_\_\_\_\_ (Property Owner or Legal Representative)

**OFFICE USE ONLY**

ZONE \_\_\_\_\_

USE COMPLIANCE     YES     SPECIAL PERMIT     PRE-EXISTING

SETBACK COMPLIANCE     YES     VARIANCE

PARKING COMPLIANCE     YES     VARIANCE     SPECIAL PERMIT

APPROVED OCCUPANCY \_\_\_\_\_ PERSONS

HISTORIC DEMOLITION COMPLIANCE     YES     NO     N/A

FLOOD PLAIN COMPLIANCE     YES     N/A

APPROVED BY \_\_\_\_\_ DATE \_\_\_\_ / \_\_\_\_ / \_\_\_\_



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



Application for a Building Permit

Address \_\_\_\_\_

Application Entered By: \_\_\_\_\_

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

Plan Reviewed By: \_\_\_\_\_

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

Signature: \_\_\_\_\_

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

Zone: \_\_\_\_\_ Proposed Use: \_\_\_\_\_ Census Tract: \_\_\_\_\_

Lot Area: \_\_\_\_\_ square feet  
Front yard set back: \_\_\_\_\_ feet  
Rear yard set back: \_\_\_\_\_ feet  
Side yard set back: \_\_\_\_\_ feet  
Side yard set back: \_\_\_\_\_ feet

Frontage: \_\_\_\_\_  
Site Plan Approval: \_\_\_\_\_  
Parking Approval: \_\_\_\_\_  
ZBA Approval: \_\_\_\_\_

Zoning Review: \_\_\_\_\_  
Zoning Officer

Public Water: \_\_\_\_\_ Flood Zone: \_\_\_\_\_ Sewer: \_\_\_\_\_

Owner of Record: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Address: \_\_\_\_\_ Cell Number: \_\_\_\_\_  
Signature: \_\_\_\_\_

Engineer: \_\_\_\_\_ Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_  
Architect: \_\_\_\_\_ License Number: \_\_\_\_\_  
Address: \_\_\_\_\_  
Signature: \_\_\_\_\_

Licensed Construction Supervisor: \_\_\_\_\_ Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_  
Address: \_\_\_\_\_ License Number: \_\_\_\_\_  
Signature: \_\_\_\_\_

Home Improvement Contractor: \_\_\_\_\_ Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_  
Address: \_\_\_\_\_ License Number: \_\_\_\_\_  
Signature: \_\_\_\_\_

Worker's Compensation Insurance Affidavit Submitted: \_\_\_\_\_

Description of PROPOSED Work: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Construction Type: \_\_\_\_\_ Floor Area: \_\_\_\_\_ square feet  
Number of Stories: \_\_\_\_\_ Use Group: \_\_\_\_\_

**Office Use ONLY:**

New Construction: \_\_\_\_\_ Existing Building: \_\_\_\_\_ Alteration: \_\_\_\_\_ Addition: \_\_\_\_\_  
Repairs: \_\_\_\_\_ Accessory Bldg: \_\_\_\_\_ Demolition: \_\_\_\_\_ Other: \_\_\_\_\_  
Building Permit Fee: By Office Permanent Record Retention Fee: By Office Sprinkler Fee: By Office  
Other Fee: By Office

Estimated Construction Cost: \$ \_\_\_\_\_ .00 Total Fee: \$ \_\_\_\_\_ Fee Received: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Received By: \_\_\_\_\_

**Owner Authorization:**

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.

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

\_\_\_\_\_  
Date

**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.**

\_\_\_\_\_  
Print Name

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

\_\_\_\_\_  
Date

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

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

Do you intend to do interior work only? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If Yes, you do not need to answer any of the questions below.

If No, please answer questions below.

\*\*\*\*\*

If work includes exterior building activity and/or site work, please answer all the following questions.

1. Will any activity take place within 100 feet of a pond, lake, brook, stream, marsh or swamp?  
YES: \_\_\_\_\_ NO: \_\_\_\_\_
2. Does this property fill up with water after a rainstorm and hold it for a while?  
YES: \_\_\_\_\_ NO: \_\_\_\_\_
3. Will any activity take place within 100 feet of a storm drain component ( catch basin, etc)?  
YES: \_\_\_\_\_ NO: \_\_\_\_\_
4. Is the property within a flood plain designated under the National Flood Insurance Program?  
YES: \_\_\_\_\_ NO: \_\_\_\_\_
5. Is this property steeply sloped?  
(over 15% slope - pre or post construction)  
YES: \_\_\_\_\_ NO: \_\_\_\_\_
  - a. If no, will activity alter at least 10,000 square feet of land?  
YES: \_\_\_\_\_ NO: \_\_\_\_\_
  - b. If yes, will activity alter at least 5,000 square feet of land?  
YES: \_\_\_\_\_ NO: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Telephone Number

IF YOU ANSWERED YES TO ANY OF THE ABOVE QUESTIONS, YOU MAY NEED APPROVAL FROM THE WORCESTER PLANNING BOARD OR CONSERVATION COMMISSION BEFORE YOU START WORK.

This is not a legal determination. If you have any doubts or questions, it is your responsibility to notify the office of Division of Land Use.

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For additional information regarding Local Wetlands Protection Ordinance and the Massachusetts Wetlands Protection act contact:

Department of Public Works  
Engineering Division  
20 East Worcester Street  
Worcester, MA 01604  
(508) 799-1454



Building Permit # \_\_\_\_\_ will be issued subject to compliance with the requirements of the Commonwealth of Massachusetts State Building Code and the City of Worcester Zoning Ordinance.

**Section 114.9 Posting of Permit:**

A copy of the building permit provided by the Division of Code Enforcement shall be kept in view and protected from the weather on the site of operations, open to public inspection during the entire time of prosecution of the work and until the certificate of occupancy shall have been issued. The building permit shall serve as an inspection record card to allow the building official conveniently to make entries thereon regarding inspection of the work.

**Section 114.10 Notice of Start:**

At least twenty-four (24) hours notice of start of work under a building permit shall be given to the building official.

**READ BEFORE SIGNING**

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Address & Zip Code : \_\_\_\_\_

Telephone Number: \_\_\_\_\_



**AFFIDAVIT**

In accordance with Article 1, Section 111.5 of the Massachusetts State Building Code, I certify that all debris resulting from work associated with Building Permit # \_\_\_\_\_ at property \_\_\_\_\_ will be properly disposed of at:

\_\_\_\_\_ A licensed solid waste disposal facility as defined by M.G.L. Ch. 111 & 150A.

\_\_\_\_\_ Date

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

\_\_\_\_\_ Print Name of Applicant

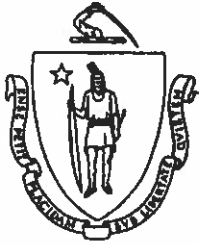
\_\_\_\_\_ Firm Name (if any)

\_\_\_\_\_  
\_\_\_\_\_ Address

The Department of Inspectional Services acting under Chapter 8, Article 7 of the 2008 Worcester Revised Ordinances require proof of disposal of debris generated as a result of this permit. The proof shall be a dated and signed receipt from the licensed disposal facility containing the following information:

A description of the debris, the weight and volume of the debris and the location of the disposal facility. The receipt must also have a signature of the owner/operator of the disposal facility.

Failure to comply with requirements of this ordinance will result in enforcement action by the City of Worcester.



# Initial Construction Control Document

To be submitted with the building permit application by a **Registered Design Professional** for work per the 9<sup>h</sup> edition of the Massachusetts State Building Code, 780 CMR, Section 107.6.2

Project Title: \_\_\_\_\_ Date: \_\_\_\_\_

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

Project: Check one or both as applicable:  New construction  Existing Construction

Project description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I \_\_\_\_\_ MA Registration Number: \_\_\_\_\_ Expiration date: \_\_\_\_\_, am a *registered design professional*, and hereby certify that I have prepared or directly supervised the preparation of all design plans, computations and specifications concerning:

- Entire Project       Architectural       Structural       Mechanical
- Fire Protection       Electrical       Other \_\_\_\_\_

for the above named project and that such plans, computations and specifications meet the applicable provisions of the Massachusetts State Building Code, (780 CMR), and accepted engineering practices for the proposed project. I understand and agree that I (or my designee) shall perform the necessary professional services and be present on the construction site on a regular and periodic basis to:

1. Review, for conformance to this code and the design concept, shop drawings, samples and other submittals by the contractor in accordance with the requirements of the construction documents.
2. Perform the duties for registered design professionals in 780 CMR Chapter 17, as applicable.
3. Be present at intervals appropriate to the stage of construction to become generally familiar with the progress and quality of the work and to determine if the work is being performed in a manner consistent with the approved construction documents and this code.

When required by the building official, I shall submit field/progress reports (see item 3.) together with pertinent comments, in a form acceptable to the building official.

Upon completion of the work, I shall submit to the building official a 'Final Construction Control Document'.

Seal:

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

**Building Official Use Only**

Building Official Name: \_\_\_\_\_ Permit No.: \_\_\_\_\_ Date: \_\_\_\_\_



**City of Worcester**  
**Department of Inspectional Services**  
**Home Improvement Contractor Affidavit**



Massachusetts General Law 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 structures which are adjacent to such residence or building” be done by registered contractors with certain exceptions along with other requirements.

Signed under the penalties of perjury, I hereby apply for a permit as the agent for the owner.

\_\_\_\_\_  
 Contractor Name

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

\_\_\_\_\_  
 Registration #

I hereby certify that registration is not required for the following reasons (s):

- Owner securing permit (i.e.) homeowner permit
- Work excluded by law
- Construction cost under \$1,000.00
- Building not owner occupied
- Other (Please Specify):

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

**Homeowner Waiver:**

Owners securing 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 chapter 142A. If you wish to waive your rights to file a claim under the arbitration program guaranty fund, then sign here. Otherwise, have the contractor complete the information above.

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

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

\_\_\_\_\_  
 Date





**Exiting Building Checklist**  
**IEBC 2015 w/MA Amendments**  
To be submitted with Building Permit Application

Address: \_\_\_\_\_, MA  
(Street Number & Name) (City/Town)

Unit/Suite: (location within building) \_\_\_\_\_

Occupancy: (Check one)       Not Previously Occupied       Previously Occupied

Work proposed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Construction Control building at 35,000 c.f. or greater       Yes       No

*If yes, then "Investigation & Evaluation Report" is required (780 CMR 101.5.4.0)*

**Compliance Method:** [Only one method to be used] (Check all boxes that apply)

**Prescriptive**  
(Chapter 3)

**Work Area**  
(Chapters 4-12)

**Performance**  
(Chapter 13)

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Repairs             | <input type="checkbox"/> Repairs (Chapter 5)           | <input type="checkbox"/> Repairs             |
| <input type="checkbox"/> Alternation         | <input type="checkbox"/> Alternation: (Check only one) | <input type="checkbox"/> Alternation         |
| <input type="checkbox"/> Addition            | <input type="checkbox"/> Level 1: Chapter 6            | <input type="checkbox"/> Addition            |
| <input type="checkbox"/> Change of Occupancy | <input type="checkbox"/> Level 2: Chapter 7 & 6        | <input type="checkbox"/> Change of Occupancy |
|  | <input type="checkbox"/> Level 3: Chapter 8, 7 & 6     |  |

- Change of Occupancy: Chapter 9
- Additions: Chapter 10
- Historic Buildings: Chapter 11
- Relocated or Moved Buildings: Chapter 12

Applicant's Name: (print) \_\_\_\_\_

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



**Architectural Access Board  
Building Permit Data Sheet**

In accordance with the requirements of 521 CMR-3 (the Architectural Access Board regulations) all construction, reconstruction, alterations, remodeling, or changes of use in public buildings or the facilities open to the public shall conform to the requirements of 521 CMR. The following information must be submitted with any building permit for the work covered under these provisions.

**Property Address:** \_\_\_\_\_

**Building Use:** \_\_\_\_\_

A. City of Worcester's assessed value for the building: \$ \_\_\_\_\_

A1. For buildings with more than one (1) tenant, where the project *only affects one tenant*:

**Tenant Multiplier + Tenant Space Area (\_\_\_\_) ÷ Total Building Area (\_\_\_\_) = \_\_\_\_\_**

**Modified Assessed Value = Tenant Space Area (\_\_\_\_) ÷ Total Building Area (\_\_\_\_) = \_\_\_\_\_**

Use the "Modified Assessed Value" in place of the city's assessed value in boxes C & D

B. Total construction cost of **all projects performed in the past thirty-six (36) months**, including the currently proposed work (excluding roofing, windows, masonry, repairs, septic systems, site utilities and landscaping work: \$ \_\_\_\_\_

C. Percent (%) of Value = (B ÷ A or A1) \_\_\_\_\_ x 100 = \_\_\_\_\_ %

D. **When the percent (%) of the value is less than (≤) 30 Percent (%) and the construction cost (B) is less than (≤) \$100,000.00**, then only the proposed work must comply with the Architectural Access Board regulations. **When the percent (%) of the value is less than (≤) 30 percent (%) and the construction cost (b) is greater than or equal to (≥) \$100,000.00**, then the proposed work must comply with Architectural Access Board regulations and the following must be provided:

- \* An accessible entrance
- \* An accessible toilet room
- \* Accessible public telephone and drinking fountain, if provided

**When percent (%) of the value is greater than or equal to (≥) 30 Percent (%)**, then the entire single tenant space must comply. In the case of single tenant renovations, then the entire single tenant space must comply.

I hereby submit the above information relative to the property in question and, to the best of my knowledge and belief, it is accurate and complete.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date