

Middleton Building Permit Procedure for New Homes, Additions, Alterations or Renovations to 1 or 2 Family Only

*** All permit forms must be submitted by the Applicant in person, - No email, fax or Snail Mailing**

Step 1 - Get a Building Permit Application, entitled "1 and 2 Family Residential"

* An on-line fillable form is available at www.townofmiddleton.org or a paper copy is available in our office

Step 2 - Fill out the Building Permit Application, in it's entirety

- * You must have the **Owner's signature's** on the Application
- * Provide a photocopy of the current Construction Supervisors License and HIC Registration for all Contractors
- * Provide the "**Total Value**" of the work including items furnished by Owner and labor costs

Step 3 - Complete ALL applicable additional pages/forms as follows;

Worker's Compensation Affidavit

* You must provide a Certificate of Insurance, listing the Town of Middleton as Certificate Holder

Homeowner License Exemption

- * If the Homeowner is acting as the General Contractor, this form must be filled out in full and signed
- * The Homeowner is responsible for meeting all requirements of the Mass State Building Code

Debris Disposal Affidavit

- * Fill-in where you are taking the trash, and sign the bottom, even if you think you will not have any trash
- * Please provide the name of the dumpster company, trash yard or other that you are using

Form 'B' Lot Release Form

- * This will be filled out and signed by all applicable Departments, including Health and Conservation
- * Fill out the Form 'B' Appendix if you are building a new home, addition, or renovation that adds a bedroom

Treasurer/Tax Collector Form

- * These sign-offs, from Town Hall and the Electrical Light Dept., are required on **ALL** Permit Application
- * The applicant must go around and get these sign-offs prior to submitting the Application

HIC Contract Form

* The Homeowner and Contractor must both sign this form. These are required by the HIC Registration Program.

Required Progress Inspection

* Sign and Date this form - it is a listing of all the inspections you are likely to need and their order

Step 4 - Provide Drawings and supporting documentation

- * Attach **(3)** sets of drawings, showing a detailed scope of the work
- * For windows, siding, roofing or other similar items, drawings may not be required (we do need energy stickers)
- * All Drawings must be legible, scaled and adequately notated, as required to explain the scope of work to us
- * These will include at least a foundation plan, floor plans, cross-sections and elevations.

Step 5 - Attach Other Documentation

- * A certified plot plan or site plan is required for work adding to or expanding the existing footprint, including all pools
- * Other documentation, such as **Storm Water Management, Orders of Condition, Registry Stamp**, etc. may be required -
- * Call to discuss other necessary documentation

Step 6 - Submission to Middleton Fire Department (if applicable)

- * Submit the application, along with the (3) three drawings of the proposed work to the Fire Department
- * If the work does not involve Smoke Detectors/CO detectors, you may skip this step - Call us to be sure

Step 7- Building Department - Final Review and Approval and/or Rejection

- * When the Fire Department has completed their review, return the application and drawings to us
- * **Please allow (30) days for our Review - if we can do it quicker, we will**
- * **You will will receive a call from the office, with a cost of the permit, when it is ready to be picked up.**

NOTES AND WARNINGS

- * **No Construction shall begin before the Issuance of a Building Permit or fees will be doubled.**
- * **No dwelling is to be occupied until a Certificate of Occupancy has been issued by the Inspector**
- * **The approved drawings, supporting documentation and Permit Card MUST be onsite for all inspections**

"A Building Permit is a Process, not a Rubber Stamp - Please allow up to 30 days for Review"



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 OWNERSHIP¹

2.1 Owner¹ of Record:

Name (Print) _____ City, State, ZIP _____

No. and Street _____ Telephone _____ Email Address _____

SECTION 3: DESCRIPTION OF PROPOSED WORK² (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 Work²: _____

SECTION 4: ESTIMATED CONSTRUCTION COSTS

Item	Estimated Costs: (Labor and Materials)	Official Use Only
1. Building	\$ _____	1. Building Permit Fee: \$ _____ Indicate how fee is determined: <input type="checkbox"/> Standard City/Town Application Fee <input type="checkbox"/> Total Project Cost ³ (Item 6) x multiplier _____ x _____ 2. Other Fees: \$ _____ List: _____ _____ Total All Fees: \$ _____ Check No. _____ Check Amount: _____ Cash Amount: _____ <input type="checkbox"/> Paid in Full <input type="checkbox"/> Outstanding Balance Due: _____
2. Electrical	\$ _____	
3. Plumbing	\$ _____	
4. Mechanical (HVAC)	\$ _____	
5. Mechanical (Fire Suppression)	\$ _____	
6. Total Project Cost:	\$ _____	

SECTION 5: CONSTRUCTION SERVICES

<p>5.1 Construction Supervisor License (CSL)</p> <p>_____</p> <p>Name of CSL Holder</p> <p>_____</p> <p>No. and Street</p> <p>_____</p> <p>City/Town, State, ZIP</p> <p>_____</p> <p>_____</p> <p>Telephone _____ Email address _____</p>	<p>_____</p> <p>License Number Expiration Date</p> <p>_____</p> <p>List CSL Type (see below) _____</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:15%;">Type</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td align="center">U</td> <td>Unrestricted (Buildings up to 35,000 cu. ft.)</td> </tr> <tr> <td align="center">R</td> <td>Restricted 1&2 Family Dwelling</td> </tr> <tr> <td align="center">M</td> <td>Masonry</td> </tr> <tr> <td align="center">RC</td> <td>Roofing Covering</td> </tr> <tr> <td align="center">WS</td> <td>Window and Siding</td> </tr> <tr> <td align="center">SF</td> <td>Solid Fuel Burning Appliances</td> </tr> <tr> <td align="center">I</td> <td>Insulation</td> </tr> <tr> <td align="center">D</td> <td>Demolition</td> </tr> </tbody> </table>	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
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<p>5.2 Registered Home Improvement Contractor (HIC)</p> <p>_____</p> <p>HIC Company Name or HIC Registrant Name</p> <p>_____</p> <p>No. and Street</p> <p>_____</p> <p>City/Town, State, ZIP Telephone _____</p>	<p>_____</p> <p>HIC Registration Number Expiration Date</p> <p>_____</p> <p>_____</p> <p align="center">Email address</p>
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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: OWNER¹ 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)	Habitable room count _____
Gross living area (sq. ft.) _____	Number of bedrooms _____
Number of fireplaces _____	Number of half/baths _____
Number of bathrooms _____	Number of decks/ porches _____
Type of heating system _____	Enclosed _____ Open _____
Type of cooling system _____	
3. "Total Project Square Footage" may be substituted for "Total Project Cost"

TOWN OF MIDDLETON/BUILDING DEPARTMENT
HOMEOWNER LICENSE EXEMPTION FORM

Definition of Homeowner:

Person(s) who owns a parcel of land *on which* he/she resides or intends to reside, on which there is, or is intended to be, a one to six-family dwelling, attached or detached structures accessory to such use and/or farm structures. A person who constructs more than one home in a two-year period shall not be considered a homeowner. Such “homeowner” shall submit to the Building Official, on a form acceptable to the Building Official, that he/she shall be responsible for all such work performed under the building permit.

NOTE:

Homeowners should also be aware that under the Home Improvement Contractor Law of 1992 (MGL ch. 142A) that if the homeowner applies for the building permit, he or she may NOT be eligible for compensation from the Guaranty Fund should a disagreement develop between the homeowner and the contractor.

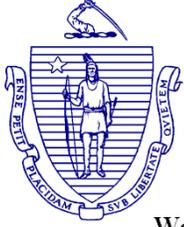
Homeowner (Please print)	Project Address
Mailing Address (If different from above)	City/Town
Home Phone Number	Alternate Phone Number

The undersigned, “homeowner”, assumes responsibility for compliance “with the State Building Code and other applicable codes, by-laws, rules and regulations.”

The undersigned, “homeowner”, certifies Middleton Building Department minimum inspection procedures & requirements and that he/she will comply with said procedures and requirements.

The undersigned, “homeowner”, agrees and understands that **ANY** work requiring a Building Permit that is done on a structure 35,000 cubic feet or larger, will be required to comply with the Massachusetts State Building Code Section 116 - Construction Control. The degree and nature of the Architectural Control required for state compliance will be determined by the Building Commissioner and based on the work to be done.

Homeowner’s Signature:	Date:
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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."

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.

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.

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

Revised 02-23-15

TOWN OF MIDDLETON

DEBRIS DISPOSAL AFFIDAVIT

**It is prohibited to dispose of any Construction Debris
at the Town of Middleton's Transfer Station.**

In accordance with the provisions of MGL C40, S54, a condition of your Building Permit is that the debris resulting from this work **shall be disposed of in a properly licensed solid waste facility as defined by MGL C111, S150A.**

Address of Construction site: _____

Disposal Firm:

Name: _____

Address: _____

Telephone: _____

Debris will be disposed of at: _____

Name of Solid Waste Facility

Address: _____

*****All Debris to be disposed of at a licensed facility*****

Signature of Applicant _____

Address of Applicant _____

Date _____

**PROCEDURE FOR FORM "B" APPROVALS
MIDDLETON BOARD OF HEALTH
MIDDLETON, MA**

1. Applicant for a building permit will present the Form "B" Lot Release Form to the Health Agent for signature. The Lot Release Form must be accompanied by a set of building drawings and/or a building floor plan.
2. The Health Agent will review the project file to determine whether Board of Health (BOH) approval for the Subsurface Disposal System has been granted (the number of rooms and number of bedrooms should be clearly indicated on all approved design drawings).
3. The Health Agent will review the building drawings for conformance with the approved Subsurface Disposal System. Acceptable building plans will be stamped approved and/or signed by the Health Agent.
4. The Health Agent will then sign the Form "B" Lot Release Form.

The following items will be required for all projects prior to signature of Form "B" Lot Release Form:

- 1) Approved Subsurface Disposal System Design.
- 2) Building Plans/Floor Plan.
- 3) Proof of recording of any deed restrictions at the Registry of Deeds.

FORM “B” – LOT RELEASE FORM

Instructions: This form is used to verify that all necessary approvals/permits from Boards & Departments having jurisdiction have been obtained. This does not relieve the applicant and/or landowner from compliance with any applicable local or state law, regulation or requirement.

******Applicant fills out this section******

Applicant _____ *Phone* _____

Assessors Map Number _____ *Parcel* _____ *Lot* _____

Subdivision _____

Street Address _____

******Official Use Only******

Conservation Administrator

Date Approved

Fire Department

Date Approved

Health Department

Date Approved

Public Works

Date Approved

Accepted by Building Inspector

Date Approved

Storm Water Management

Date Approved



MIDDLETON HEALTH DEPARTMENT

FORM B APPENDIX: BEDROOM / HABITABLE ROOM CALCULATION SHEET

Property Location: _____

In order for the Health Department to signoff on your building permit, **this form must be completed** in order to assess if your subsurface sewage disposal system (a.k.a: Septic System) is sized appropriately for the number of bedrooms / habitable rooms. According to Title V, design flows of your septic system are based on the number of bedrooms/habitable rooms according to the total number of rooms (not just bedrooms); however, not including bathrooms, hallways, unfinished cellars, 3-season porches, and unheated storage areas.

Please check off the number of existing and proposed rooms below and the Health Department will calculate the number of habitable rooms with a formula that will determine if your septic system is sized accordingly to the number of rooms.

PLEASE NOTE THAT IF WE CALCULATE THE NUMBER OF ROOMS TO BE OVER THE DESIGN FLOW, THIS DOES NOT WARRANT AN UPGRADE OF YOUR SYSTEM, ALTHOUGH THAT IS AN OPTION YOU CAN CHOOSE; HOWEVER, A DEED RESTRICTION CAN BE EXECUTED LIMITING YOUR DWELLING TO THE NUMBER OF BEDROOMS THAT YOUR SYSTEM WAS DESIGNED FOR (THIS IS VERY EASY TO ACCOMPLISH).

ANY PROPOSED INCREASE IN THE NUMBER OF BEDROOMS ABOVE THE ORIGINAL DESIGN FLOW REQUIRES AN UPGRADE OF THE SEPTIC SYSTEM. MAJOR ADDITION OF ROOMS (NOT BEDROOMS), MAY REQUIRE AN OFFICIAL TITLE V INSPECTION.

Indicate the number of rooms that will include the rooms you plan to build within your building permit.

TYPES OF ROOMS: (Not limited to)	#	TYPES OF ROOMS con't: (Not limited to)	#
BEDROOMS		WORKOUT ROOMS	
KITCHENS		RENTAL/ACCESSORY APARTMENT	
LIVING ROOMS		BASEMENT ROOM (other than listed previously)	
FAMILY ROOMS			
DINING ROOMS		OTHER ROOMS (not listed):	
OFFICES			
PLAYROOMS			
RECREATION ROOMS			

Signature required: I certify the information listed above is accurate to the best of my knowledge

Print Name: _____ Signature: _____ Date: _____

-----Official Use Only Under this Line-----

Design Flow (GPD) _____ System Upgrade or Deed Restriction Required Yes / No

Design Flow Middleton Bedroom Equivalency _____ Title V Inspection Required Yes / No

Habitable Room Calculation _____



Town of Middleton

Office of the Inspector of Buildings

195 North Main Street
Middleton, Massachusetts 01949
978-777-2850
FAX 978-774-0718
www.townofmiddleton.org

THIS FORM MUST BE BROUGHT FOR SIGN-OFFS TO:

TREASURER/TAX COLLECTIONS OFFICE, 48 SOUTH MAIN STREET

MIDDLETON ELECTRIC LIGHT, 197 NORTH MAIN STREET

DATE: _____
TO: Inspectional Services
FROM: Town Treasurer, M.E.L.D.
RE: Confirmation that all taxes and electric utilities are current

As requested, please be advised of the tax status of the property listed below:

Property Owner: _____

Property Address: _____

OFFICE USE ONLY

_____ Taxes are current on the property.

_____ Excise Tax on this customer is current.

_____ Electric is current on this property.

Other:



Contracts - all contracts over \$1,000 (One Thousand Dollars) must be in writing.

The law requires the following FOURTEEN items to be included in any contract between a homeowner and a registered home improvement contractor for home improvement work subject to MGL c. 142A:

1. The complete agreement between the contractor and the owner and a clear description of any other documents which are part of the agreement.
2. The full names, federal I.D. number (if applicable), addresses (NOT P.O. Box numbers), of the parties, the contractor's registration number, the name(s) of the salesperson(s) involved, if any and the date the contract was executed by the parties.
3. The date on which the work is scheduled to begin and the date the work is scheduled to be substantially completed.
4. A detailed description of the work to be done and the materials to be used.
5. The total amount agreed to be paid for the work to be performed under the contract.
6. A time schedule of payments to be made under the contract and the amount of each payment stated in dollars, including any finance charges. Any deposit required to be paid in advance of the start of the work SHALL NOT exceed one-third of the total contract price or the actual cost of any material or equipment of a special order or custom made nature, which must be ordered in advance of the start of the work to assure that the project will proceed on schedule. No final payment shall be demanded until the contract is completed to the satisfaction of all parties.
7. All parties must sign the contract.
8. A clear and conspicuous notice stating:
 - a. That all home improvement contractors and subcontractors shall be registered and that any inquiries about a contractor or subcontractor relating to a registration should be directed to:

Office of Consumer Affairs and Business Regulation

Ten Park Plaza, Suite 5170

Boston, MA 02116

Phone: (617) 973-8700

- b. The contractor's registration number must be on the first page of the contract.
- c. The homeowner's three day cancellation rights under MGL c 93 s 48; MGL c 140D s 10 or MGL c 255D s 14 as may be applicable.
- d. All warranties on the owner's rights under the provisions of and MGL c. 142A.
- e. In ten point bold type or larger, directly above the space provided for the signature, the following statement:

DO NOT SIGN THIS CONTRACT IF THERE ARE ANY BLANK SPACES.

- f. Whether any lien or security interest is on the residence as a consequence of the contract.
- 9. An enumeration of such other matters upon which the owner and contractor may lawfully agree.
- 10. Any other provisions otherwise required by the applicable laws of the Commonwealth.
- 11. Permit Notice: Every contract shall contain a clause informing the owner of the following:
 - a. any and all necessary construction-related permits;
 - b. that it shall be the obligation of the contractor to obtain such permits.
 - c. that owners who secure their own construction-related permits or deal with unregistered contractors shall be excluded from access to the Guarantee Fund.
- 12. Acceleration of payment: No contract shall contain an acceleration clause under which any part or all of the balance not yet due may be declared due and payable because the holder deems himself to be insecure. However, where the contractor deems himself to be insecure he may require as a prerequisite to continuing said work that the balance of funds due under the contract, which are in possession of the owner, shall be placed in a joint escrow account requiring the signatures of the home improvement contractor and the owner for withdrawal.
- 13. No work shall begin prior to the signing of the contract and transmittal to the owner of a copy of such contract.
- 14. Arbitration: If the contractor determines that in the event of a dispute, the contractor wishes the dispute to be settled by arbitration, this fact must be signified on the contract and both the contractor and owner shall sign this clause separately. The following format is acceptable (in 10 point type or larger);

"The contractor and the homeowner hereby mutually agree in advance that in the event that the contractor has a dispute concerning this contract, the contractor may submit such dispute to a private arbitration service which has been approved by the Office of Consumer Affairs and Business Regulation and the consumer shall be required to submit to such arbitration as provided in MGL c 142A.

Owner: _____

Contractor: _____

NOTICE: The signatures of the parties above apply only to the agreement of the parties to alternate dispute resolution initiated by the contractor. The owner may initiate alternative dispute resolution even where this section is not signed separately by the parties.

TOWN OF MIDDLETON REQUIRED PROGRESS INSPECTIONS

Call (978) 777-2850

It is the responsibility of the owner/applicant to ensure that their contractors call for the required inspections as outlined below. Failure to comply with the inspection schedule may result in fines, dismantling completed work and/or formal enforcement action by this department.

*****NO WORK SHALL COMMENCE UNTIL THE REQUIRED PERMIT(S) HAVE BEEN OBTAINED*****

FILING AN APPLICATION DOES NOT CONSTITUTE OBTAINING A PERMIT

24 hours notice is required for all inspections. After notification, an inspector has 48 hours to make the inspection. All work to be inspected shall be completed *prior* to calling for inspection. If inspector goes to site and work is incomplete, a **\$40.00** re-inspection fee will be applied.

- A.) EXCAVATION (before footing):** After hole or sono tube is completely excavated, but *before* any concrete is placed. All forms must be removed.
- B.) FOOTINGS (before forming foundation walls):** Footing required minimum 2" x 3" keyways. After footings are placed and *stripped*, before the foundation walls are placed.
*****INSPECTIONS ARE REQUIRED ON ANY FOOTING/FOUNDATION REBAR*****
- C.) FOUNDATION:** After walls are stripped and drainage and damp-proofing/water-proofing is complete prior to backfill. (A foundation as-built is required for the full permit to be issued prior to framing construction.)
- D.) EXTERIOR SHEATHING NAILING:** (with portal nailing) **Before** Tyvek or siding.
- E.) ROUGH ELECTRICAL WIRING**
- F.) ROUGH SMOKE DETECTORS BY FIRE DEPARTMENT** (Should be scheduled in conjunction with rough wiring inspection, if possible)
- G.) MECHANICAL SYSTEMS/DUCTWORK**
- H.) ROUGH PLUMBING & GAS PIPING**
- I.) ROUGH FRAME (Rough covering):** *After* frame is completed and *after* approvals from the Electrical Inspector & Gas Inspector.
- J.) CHIMNEYS Masonry:** When the throat & smoke shelf are complete, before the area is made accessible.
Metal & Pre-Fab Chimneys & Fireplaces: After installation, prior to concealing chimney & components.
- K.) FIRE STOPS & INSULATION**
- L.) SHEETROCK SCREWS OR NAILING**
- M.) FINAL ELECTRICAL**
- N.) FINAL PLUMBING & GAS PIPING**
- O.) FINAL SMOKE DETECTORS BY FIRE DEPARTMENT**
- P.) FINAL BUILDING/CERTIFICATE OF OCCUPANCY:**

The Building Inspector will inspect after final inspections have been completed by the Electrical, Plumbing & Gas Inspectors, the Fire Department, Health Department (and any other required inspections). All of the required inspectors/departments (**including the Town Clerk and Assessor**) shall have signed off at the appropriate area on the building permit before a Certificate of Occupancy shall be issued.

Applicant's Signature

Date