**DEPARTMENT SIGN-OFF SHEET**
**FOR**
**NEW CONSTRUCTION PERMIT APPLICATION**

All applicants for a building permit in the Town of Hatfield must have this sign-off sheet completed and attached to the building permit application before it can be issued.

<table>
<thead>
<tr>
<th>APPLICANT:</th>
<th>LOCATION:</th>
<th>MAP/BLOCK:</th>
<th>CURRENT ZONE:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>APPLIES</th>
<th>DOES NOT APPLY</th>
<th>SIGN-OFF</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessors:</td>
<td></td>
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<tr>
<td>Town Collector:</td>
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<tr>
<td>Conservation Commission:</td>
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<td>Board of Health:</td>
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<tr>
<td>Department of Public Works:</td>
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<tr>
<td>Highway Division</td>
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<tr>
<td>Water/Sewer Division</td>
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</table>

Applicant: | Date: 01/12/16

**The original sign-off sheet must be on file with the Building Commissioner after all signatures have been obtained.**
NAMES, NUMBERS, AND MEETING DAYS AND MEETING TIMES

ASSESSORS:  JENNI WILLIAMS  247-9200 x111
(MON THRU THURS. 8:00 AM - 2:30 PM)

BOARD OF APPEALS:  247-9200 x 104
(1ST WEDNESDAY OF THE MONTH EXCEPT JULY & AUGUST)

BOARD OF HEALTH:  KERRY FLAHERTY  247-0497
(Meeting Time Variable – Call Ahead to Confirm)

CONSERVATION COMMISSION:  RON SASSI  247-9200 x 104
(MEET AS NEEDED)

PLANNING BOARD:  ROBERT BARTLETT  247-9200 x 104
(MEET AS NEEDED)

DEPARTMENT OF PUBLIC WORKS:
HIGHWAY DIVISION:  JAMES LAVALLÉE  247-5646
SEWER DIVISION:  BRIAN MCGRATH  247-9844
DPW DIRECTOR:  PHIL GENOVESE  247-9200 x 106
WATER DIVISION:  TONY LASTOWSKI  247-5222

FIRE DEPARTMENT:  (final inspection only)  247-9008
(SMOKE DETECTOR, OIL BURNER AND OIL TANK INSPECTIONS ARE
PERFORMED ON THURSDAY AFTERNOONS, CALL FOR APPOINTMENT)

*****Smoke detectors must be marked on the plans by either contractor or homeowner
prior to issuance of building permit by Building Inspector.
*****Fire Department only performs final inspections for smoke detectors, oil burner, oil
tanks and propane tanks.

BUILDING INSPECTOR:  KYLE J. SCOTT  247-0491
(MON THROUGH FRIDAY 7:00 AM TO 8:00 AM)
ALSO WEDNESDAYS 5:00PM -8:00PM
TOWN OF HATFIELD
BUILDING PERMIT & INSPECTION PROCEDURES

A. PERMIT REQUIREMENTS
Building permits are required for all construction pertaining to residential, institutional, government, public service and industrial use; also for additions, alterations, relocations, and demolition of existing buildings; for erection of signs, and for installation of swimming pools, etc.

B. PROCEDURES
Building permits and other necessary applications for plumbing, sewer, water, gas, electrical and septic systems can be obtained in the Secretaries’ Office. For driveways, drainage problems, and storm water tie-ins, the Superintendent of Highways must be contacted. (For State highways, a clearance for curbcut and proper radius of driveway must be obtained from the Massachusetts Department of Public Work’s.)

A Copy of pertinent Town Zoning By-laws can be obtained in the Town Clerk’s Office.

C. CONDITIONS FOR GRANTING A PERMIT FOR NEW CONSTRUCTION
A. Two copies of building permit application
B. Two copies of plans and specifications approved by a Massachusetts registered architect and/or engineer. Depending on architectural structural form and type of construction, plans and specifications for residential dwellings will generally require only the signature of a Massachusetts licensed contractor.
C. Two copies of PLOT PLAN of a registered land surveyor giving the exact location of existing and proposed building structures.
D. Residential dwellings and apartment complexes require the owner or contractor to mark the location of smoke detectors and fire alarm systems on the plans before a building permit will be issued.
E. Receipt that water and sewer entry fees are paid.

D. SITE PLAN REVIEW
In any case where a new building or a new use of a building is proposed in any district designated in USE REGULATIONS AS REQUIRING SITE PLAN APPROVAL, a site plan shall be submitted for approval with recommendations by the Planning Board prior to issuance of a building permit.

E. SUBMITTAL OF SITE PLAN
Four copies of a site plan prepared to scale on standard 24” x 36” sheets in accordance with the regulations and specifications as hereinafter set forth shall be submitted to the Building Inspector who shall refer two (2) copies of said plan to the Planning Board for review. The Planning Board Chairman shall acknowledge receipt of said plans by endorsing thereon his signature and the date of receipt. Failure to the Planning Board to submit its recommendations to the Building Inspector within sixty (60) days of receipt shall be deemed approval thereof.
F. DETAILS TO BE SHOWN

The site plan shall include the following data, detail and supporting plans:

(1) The names of all abutting parcels of land;
(2) Existing topographical features and any proposed changes thereof;
(3) Location of any wetlands, streams, drainage areas, swales and areas subject to flooding or ponding;
(4) Proposed building locations, distance of exterior walls from each nearest property line, vehicular circulation within the site and access to and room adjacent streets, parking spaces, loading spaces and pedestrian walks;
(5) Landscape design, site grading, plant materials, species, green areas, fences, walls and screening, lighting and signs;
(6) A utility plan showing source of water supply, water systems and lines, drainage and stormwater disposal, sewage disposal system and refuse disposal.
(7) Depending upon the size and complexity of the project the board may require the plan be prepared and stamped by a registered surveyor, engineer, architect and landscape architect licensed in the Commonwealth of Massachusetts.

Section 5.0 added by Town Meeting Vote of September 30, 1987, insert immediately after Article V Special Regulations on page 21.

FEES WILL BE TRIPLED IF CONSTRUCTION IS STARTED WITHOUT A PERMIT
TOWN OF HATFIELD

BUILDING PERMIT CHECKLIST

ALL 1 & 2 FAMILY PROJECTS

The following items are to be considered MINIMUM information to be submitted with ALL permit applications.

A. **Scaled drawings & details** shall be submitted with each application proposing construction, reconstruction, addition, alteration, or repair. The building official may waive the requirements for filing plans when work is of a minor nature.

B. **Scaled drawings & details** shall indicate & describe all proposed work, including location, size, grade of materials & equipment to be used.

C. **PLOT PLAN**, property address; map & block number, zoning district & overlays (such as wetlands).
   - Show well and septic locations (if applicable)
   - Location of lot lines, dimensions of lot, frontage
   - Location & dimensions of public easements, public utility easements, railroad right of ways, and established zoning setback requirements.
   - Locations & dimensions of primary and accessory buildings & structures.

D. **FLOOR PLANS**, floor plan of each floor and intermediate levels including basements, crawlspaces, terraces, porches, garages, carports, and decks, showing existing condition and proposed construction.
   - Dimensions, locations & materials of foundations, footings, columns & piers, {including reinforcing when required}
   - Direction, dimensions, spacing & grade of all framing {floors, roofs, walls, partitions}
   - Location of all walls, partitions, windows, stairs & doors
   - Location & description of all electrical equipment and alarm devices
   - Location & type of all heating and air conditioning (HVAC) equipment
   - HVAC schematics (where required check with building inspector)

E. **EXTERIOR ELEVATIONS**, Front, rear & side elevations including foundation and finish grades.
   - Location & dimensions of windows & doors.
   - Description of exterior cladding or siding material
   - Show exterior stair locations & dimensions
   - Show chimney and vent locations

F. **DETAILS & SECTIONS**, Sections through exterior walls showing details of construction from footings to the highest point of the building
   - Sections through fireplaces & chimneys (show clearances)
   - Location & details of any roof trusses, glue-lam, or engineered lumber {including connection details and Massachusetts professionals stamp on specification sheet}

**EXTERIOR ENVELOPE ENERGY REQUIREMENTS**: U0-of walls, roof-ceiling & floors.. OR..R value of walls/roof/floor, also percent of window area to wall area.
FOR ALL 1 & 2 FAMILY PROJECTS

The following items are to be considered MINIMUM information to be submitted with ALL permit applications.

Please utilize this checklist to assure completeness

A.) Scaled drawings & details shall be submitted with each application proposing construction, reconstruction, addition, alteration, or repair. The building official may waive the requirements for filing plans when work is of a minor nature.

B.) Scaled drawings & details shall indicate & describe all proposed work, including location, size, grade of materials & equipment to be used.

C.) PLOT PLAN
   - property address; map & block number, zoning district & overlays (such as wetlands).
   - Show well and septic locations (if applicable)
   - Location of lot lines, dimensions of lot, frontage
   - Location & dimensions of public easements, public utility easements, railroad right of ways, and established zoning setback requirements.
   - Locations & dimensions of primary and accessory buildings & structures.

D.) FLOOR PLANS
   - Floor plan of each floor and intermediate levels including basements, crawlspaces, terraces, porches, garages, carpors, and decks, showing existing condition and proposed construction.
   - Dimensions, locations & materials of foundations, footings, columns & piers, {including reinforcing when required}
   - Direction, dimensions, spacing & grade of all framing {floors, roofs, walls, partitions}
   - Location of all walls, partitions, windows, stairs & doors
   - Location & description of all electrical equipment and alarm devices
   - Location & type of all heating and air conditioning (HVAC) equipment
   - HVAC schematics (where required check with building inspector)

E.) EXTERIOR ELEVATIONS
   - Front, rear & side elevations including foundation and finish grades.
   - Location & dimensions of windows & doors.
   - Description of exterior cladding or siding material
   - Show exterior stair locations & dimensions
   - Show chimney and vent locations

F.) DETAILS & SECTIONS
   - Sections through exterior walls showing details of construction from footings to the highest point of the building (see attached)
   - Sections through shafts, landings & stairs {including framing details, tread & riser dimensions}
   - Describe location & dimensions of handrails & guardrails
   - Sections through fireplaces & chimneys (show clearances)
   - Location & details of any roof trusses, glue-lam, or engineered lumber {including connection details and Massachusetts professionals stamp on specification sheet}
   - Exterior envelope energy requirements: Uo-of walls, roof-ceiling & floors.. OR..R value of walls/roof/floor, also percent of window area to wall area. (see attached)
Town of Hatfield
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

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)

<table>
<thead>
<tr>
<th>Required</th>
<th>Provided</th>
<th>Required</th>
<th>Provided</th>
<th>Required</th>
<th>Provided</th>
</tr>
</thead>
<tbody>
<tr>
<td>Front Yard</td>
<td></td>
<td>Side Yards</td>
<td></td>
<td>Rear Yard</td>
<td></td>
</tr>
</tbody>
</table>

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

1.7 Flood Zone Information:
Zone: ___________________________ Outside Flood Zone? yes □ no □
Check if yes □

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

SECTION 2: PROPERTY OWNERSHIP

2.1 Owner(s) of Record:
Name (Print) ___________________________ City, State, ZIP ___________________________
No. and Street ___________________________ Telephone ___________________________ Email Address ___________________________

SECTION 3: DESCRIPTION OF PROPOSED WORK (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: ___________________________

SECTION 4: ESTIMATED CONSTRUCTION COSTS

<table>
<thead>
<tr>
<th>Item</th>
<th>Estimated Costs: (Labor and Materials)</th>
<th>Official Use Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Building</td>
<td>$</td>
<td>1. Building Permit Fee: $________ Indicate how fee is determined: □ Standard City/Town Application Fee</td>
</tr>
<tr>
<td>2. Electrical</td>
<td>$</td>
<td>□ Total Project Cost (Item 6) x multiplier ______ x ________</td>
</tr>
<tr>
<td>3. Plumbing</td>
<td>$</td>
<td>2. Other Fees: $________</td>
</tr>
</tbody>
</table>
| 4. Mechanical (HVAC) | $ | List: ___________________________
| 5. Mechanical (Fire Suppression) | $ | |
| 6. Total Project Cost: | $ | 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)

<table>
<thead>
<tr>
<th>License Number</th>
<th>Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>List CSL Type (see below)</td>
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</table>

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>U</td>
<td>Unrestricted (Buildings up to 35,000 cu. ft.)</td>
</tr>
<tr>
<td>R</td>
<td>Restricted 1&amp;2 Family Dwelling</td>
</tr>
<tr>
<td>M</td>
<td>Masonry</td>
</tr>
<tr>
<td>RC</td>
<td>Roofing Covering</td>
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<tr>
<td>WS</td>
<td>Window and Siding</td>
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<tr>
<td>SF</td>
<td>Solid Fuel Burning Appliances</td>
</tr>
<tr>
<td>I</td>
<td>Insulation</td>
</tr>
<tr>
<td>D</td>
<td>Demolition</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of CSL Holder</th>
</tr>
</thead>
<tbody>
<tr>
<td>No. and Street</td>
</tr>
<tr>
<td>City/Town, State, ZIP</td>
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<tr>
<td>Telephone</td>
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</tbody>
</table>

#### 5.2 Registered Home Improvement Contractor (HIC)

<table>
<thead>
<tr>
<th>HIC Company Name or HIC Registrant Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>No. and Street</td>
</tr>
<tr>
<td>City/Town, State, ZIP</td>
</tr>
<tr>
<td>HIC Registration Number</td>
</tr>
<tr>
<td>Email address</td>
</tr>
</tbody>
</table>

### 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 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/ogt](http://www.mass.gov/ogt) Information on the Construction Supervisor License can be found at [www.mass.gov/dps](http://www.mass.gov/dps).

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

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

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