

# Plan Review Checklist

## Roof Windows Siding

## 1 & 2 Family Residential

9th edition , Massachusetts with 2021 IECC Review

*Stretch Code Requirement  
performance option please provide  
the projected HERS rating from the  
Accredited HERS Rater that you hire.*

### **Plan Review Checklist**

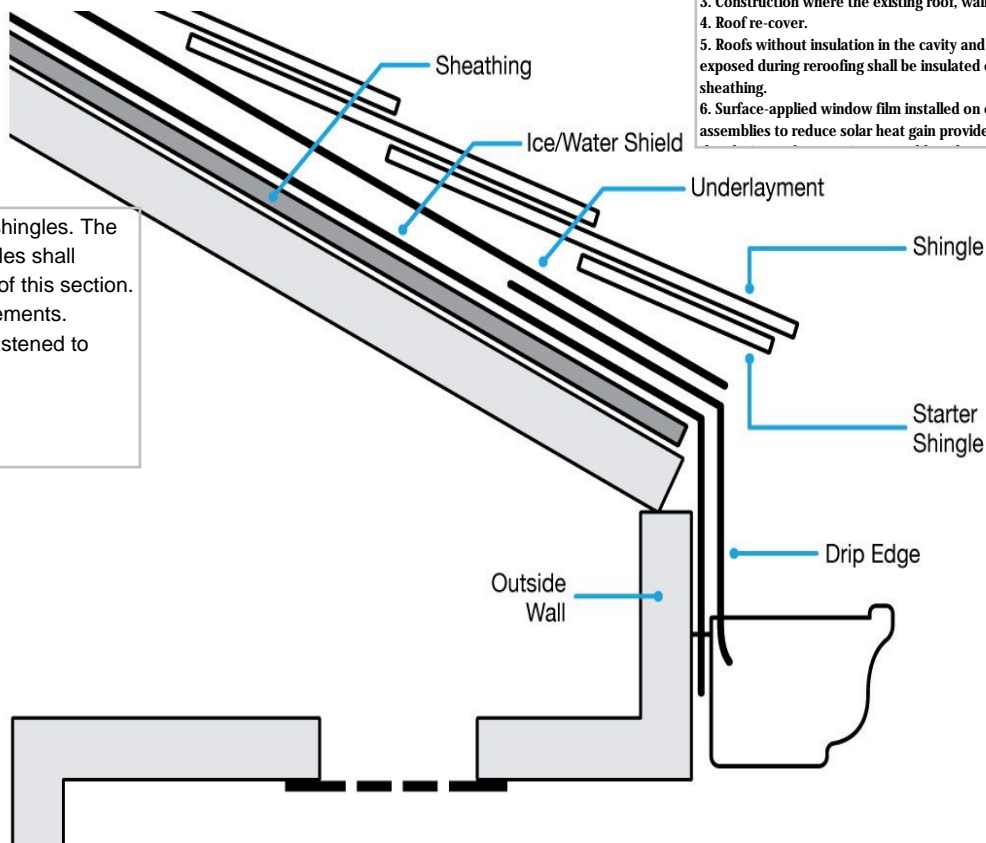
**This document provides general guidance on the required documentation for a plan review. Depending on your project, some details may not be applicable. This checklist is intended to help you prepare for your plan review and streamline the process of obtaining a building permit.**

**If you have any questions, please contact the Hudson Building Department at (978) 568-9625. We would gladly arrange a meeting to address your questions and concerns.**

**GENERAL SUBMISSION INFORMATION:**

- o Insulation specification of all proposed material.
- o scope of work including location of insulation and other types of weatherization.
- o Doors and windows location per schedule on cover sheet, identifying egress windows and safety glazing including manufacturers specification cut sheets on each type of door & window
- o Type Roof or Siding including manufacturers specifications cut sheets installation guide.
- o Scope of work includes contractor observed there is insulation in the cavity above or below sheathing.
- o Masonry chimney reconstruction must included all details described in IRC R1003 (If applicable)
- o Ice & Water detail  
amount to be installed of ice & water to be installed \_\_\_\_\_
- o Existing Roof Information  
existing layers \_\_\_\_\_  
Removing ALL existing layers and installing New Yes\_\_\_\_ No \_\_\_\_

O



**IECC 2021 SECTION R503 ALTERATIONS**

**R503.1 General.** Alterations to any building or structure shall comply with the requirements of the code for new construction. Alterations shall be such that the existing building or structure is not less conforming to the provisions of this code than the existing building or structure was prior to the alteration.

**R503.1.1 Building envelope.** Building envelope assemblies that are part of the alteration shall comply with Section R402.1.2 or R402.1.4, Sections R402.2.1 through R402.2.13, R402.3.1, R402.3.2, R402.4.3 and R402.4.5.

**Exception:** The following alterations shall not be required to comply with the requirements for new construction provided that the energy use of the building is not increased:

1. Storm windows installed over existing fenestration.
2. Existing ceiling, wall or floor cavities exposed during construction provided that these cavities are filled with insulation.
3. Construction where the existing roof, wall or floor cavity is not exposed.
4. Roof re-cover.
5. Roofs without insulation in the cavity and where the sheathing or insulation is exposed during reroofing shall be insulated either above or below the sheathing.
6. Surface-applied window film installed on existing single pane fenestration assemblies to reduce solar heat gain provided that the code does not require

## CHECKLIST FOR APPLICATION ROOF, SIDING and WINDOWS

1. Owner's Authorization Form Completed
2. Signed contract between homeowner and the registered home improvement contractor subject to MGL c 142
3. In lieu of submitting a signed contract as the owner of record, the owner shall submit Signed Affidavit for Home Improvement Contractor Required Contract Terms
4. **Specification of material being installed**
5. Worker's Compensation ~~Affidavit~~
6. Insurance Binder from Insurance Company made out to the Town
7. Homeowner License Exemption (If applicable)
8. Copy of Construction Supervisor License
9. Copy of Home Improvement Registration (If applicable)
10. Statement for disposal of debris (If applicable)
11. IECC Compliance Sheet / Massachusetts Energy Compliance Report

Any person who is aggrieved by an interpretation, order, requirement, direction or failure to act by any state or local agency or official charged with the administration or enforcement of the State Building Code (780 CMR) or any of its rules and regulations, may file an appeal with the Building Code Appeals Board as prescribed in M.G.L. c. 143, §100

# OWNER'S AUTHORIZATION FORM

## OFFICE OF THE BUILDING DEPARTMENT

### SECTION 1 - SITE INFORMATION

#### 1.1 Property Address:

\_\_\_\_\_  
\_\_\_\_\_  
Zip Code \_\_\_\_\_

#### 1.2 Assessors Map & Parcel Number:

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Map Number Block Number Lot/Parcel Number

### SECTION 2 - PROPERTY OWNERSHIP

#### 2.1 Owner of Record:

I \_\_\_\_\_; as Owner hereby declare that the statements and information on the foregoing Owner's Authorization Form are true and accurate, to the best of my knowledge and belief. Signed under the pains and penalties of perjury.

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

\_\_\_\_\_  
Street #, Street Name, Town /City, State, Zip (full address)

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

\_\_\_\_\_  
Date

#### 2.2 Authorized Agent:

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

\_\_\_\_\_  
Street #, Street Name, Town /City, State, Zip (full address)

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

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

### SECTION 3 - OWNER AUTHORIZATION TO BE COMPLETED WHEN OWNERS AGENT OR CONTRACTOR APPLIES FOR BUILDING PERMIT

Homeowner authorizing an agent to obtain the 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 4 - OWNER/AUTHORIZED AGENT DECLARATION

Person obtaining the building permit

I \_\_\_\_\_; as Owner/Authorized Agent hereby declare that the statements and information on the foregoing Owner's Authorization Form 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/Agent

\_\_\_\_\_  
Date



**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 attach 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](http://www.mass.gov/dia)

# IECC 115 AA Stretch Code Compliance Sheet

**Completely fill out all information that applies, omissions will cause denial of application.**

Contractors Name: \_\_\_\_\_ Permit Applicant Name (If Different) \_\_\_\_\_  
Applicant Phone # \_\_\_\_\_ Job Site Address \_\_\_\_\_

**This form is for when the prescriptive option for energy code compliance is chosen.  
For Performance Option, this form is not needed; instead provide the projected  
HERS rating from the Accredited HERS Rater that you hire.**

## 1. Alteration, Renovation or Repair Prescriptive Compliance Option

Please check what option that you are choosing for your project:  
Alteration, Renovation or Repair (Prescriptive)

### Building Permit Submittal :

Prescriptive ( IECC Table 402.1.1)

ResCheck- *UA Alternative only*

### Building Envelope Air Tightness & Insulation Installation Option :

Visual Inspection Option

Door Blower Test (Results Required For Final Inspection)

When existing conditions apply and exception 3 in 101.4.3 is being followed complete the following:

Wall - Existing cavity depth \_\_\_\_\_ inches x R value of 3.5 per inch = \_\_\_\_\_ R value

Ceiling - Existing cavity depth \_\_\_\_\_ inches x R value of 3.5 per inch = \_\_\_\_\_ R value

Floor - Existing cavity depth \_\_\_\_\_ inches x R value of 3.5 per inch = \_\_\_\_\_ R value

Roof - Existing cavity depth \_\_\_\_\_ inches x R value of 3.5 per inch = \_\_\_\_\_ R value

In addition compliance with the Energy Star Qualified Homes Thermal Bypass Inspection Checklist will be required for prescriptive compliance.

<http://www.energystar.gov>

## New & Replacement Doors, Windows and Skylites Need to Comply with Program Requirements for Residential Windows, Doors, and Skylights – Version 5.0.

WINDOWS	DOORS OPAQUE	DOORS $\leq \frac{1}{2}$ Lite	DOORS $\geq \frac{1}{2}$ Lite	SKYLITE
# of Windows _____	# of Doors _____	# of Doors _____	# of Doors _____	# of Skylights _____
U-Factor _____	U-Factor _____	U-Factor _____	U-Factor _____	U-Factor _____
SHGC _____	SHGC _____	SHGC _____	SHGC _____	SHGC _____

**Note: Please have window stickers or factory affidavit on site for inspection for compliance with U-Factor and Solar Heat Gain Coefficient (SHGC) requirements.**

**See Next Page For Additions, Roof Covering and Exterior Side Wall Covering and Ducts  
To save Paper please turn this sheet over to print one page double sided.**

## 1. Additions Prescriptive Compliance Option

Please check what options that you are choosing for your project:

Residential Addition (Prescriptive)

### Building Permit Submittal :

Prescriptive ( IECC Table 402.1.1)

ResCheck- *UA Alternative only*

### Building Envelope Air Tightness & Insulation

#### Installation Option :

Visual Inspection Option

Door Blower Test (Results Required For Final Inspection)

In addition compliance with the Energy Star Qualified Homes Thermal Bypass Inspection Checklist will be required for prescriptive compliance.

<http://www.energystar.gov>

## 2. For Re-Roofing and Re-Siding Sheathing Exposure

Please check what applies

Will the wall sheathing be exposed? YES NO (If no please certify by signing below, if yes please answer the next question)

Will the roof sheathing be exposed? YES NO (If no please certify by signing below, if yes please answer the next question)

Is the space above or below the sheathing insulated? YES NO (If yes please certify by signing below, if no please certify that either exception 3 will be met or the prescriptive R-value in the current IECC will be met.)

For Exception # 3, I certify that insulation with an R-Value of 3.5 per inch or more will be installed and that an inspection will be obtained before covering.

Contractor Name \_\_\_\_\_ Contractor Signature \_\_\_\_\_ Date \_\_\_\_\_

Note: It is not the intention to expose roofs or walls to the weather, for unique situations please communicate with the Building Inspector.

**Compliance Statement:** The proposed building design described here is consistent with the building plans, specifications, and other calculations submitted with the permit application. The proposed building has been designed to meet the current IECC and [Stretch Code Amendment](#).

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



**Affidavit for Home Improvement Contractor  
Required Contract Terms  
In accordance with the provisions of MGL C. 142A,  
Supplement to Permit Application**

---



**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."*

**Notice: In lieu of submitting a signed contract as the owner of record I have read the above statements and understand Massachusetts General Law Chapter 142A. I have a signed contract in accordance the Home Improvement Contractor Registration Program that is authorized by Massachusetts General Law Chapter 142A or contract is excluded job under \$1,000.00.**

**Owner: \_\_\_\_\_ Date \_\_\_\_\_**