

CHECKLIST FOR APPLICATION CHECKLIST

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. Electronic Set of plans for the building or structure
5. Mechanical Application (If applicable)
6. Smoke Detector / Sprinkler Section approval from The Fire Department
7. Copies of Variances or Special Permits Granted by The Planning Board or Zoning Board of Appeals or any other Town Boards
8. Worker's Compensation Affidavit
9. Insurance Binder from Insurance Company made out to the Town
10. Homeowner License Exemption (If applicable)
11. Copy of Construction Supervisor License
12. Copy of Home Improvement Registration (If applicable)
13. Statement for disposal of debris (If applicable)
14. Massachusetts Energy Compliance Report
15. Site Plan prepared by Engineer or Registered Land Surveyor showing location of buildings or structure to lot lines also proposed location of new structures as per 780 CMR 110.10