



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



OFFICE OF THE BUILDING DEPARTMENT

78 Main St,
Hudson, MA 01749
978-568-9625

APPLICATION TO CONSTRUCT, RENOVATE OR DEMOLISH A ONE OR TWO FAMILY DWELLING

This Section For Official Use Only

Building Permit Number: _____ Date Issued: _____

Signature: _____
Building Commissioner /Inspector of Buildings

SECTION 1 - SITE INFORMATION

SECTION 2 - Construction Type: _____ Use group: _____

1.1 Property Address:

Zip Code _____

1.2 Assessors Map & Parcel Number:

_____/_____/_____
Map Number Lot/Parcel Number
Builder's Lot No _____ Block _____

1.3 Zoning Information:

Zoning District Proposed Use

1.4 Property Dimensions:

Lot Area (sf) Frontage (lf)

1.5 Building Setbacks (l.f.)

Number of dwelling(s) _____

Front Yard		Side Yards (R/L)		Rear Yard	
Required	Provided	Required	Provided	Required	Provided
		/	/		

1.6 Water Supply (M.G.L. c. 40 s 54)
Public ☐ Private ☐

1.7 Flood Information
Zone _____ Outside Flood Zone ☐

1.8 Sewage Disposal Information
Municipal ☐ On Site Disposal System ☐

SECTION 2 - PROPERTY OWNERSHIP/AUTHORIZED AGENT

2.1 Owner of Record:

Name: (Print) _____ Address : _____
Signature _____ Telephone: _____

2.2 Authorized Agent:

Name: (Print) _____ Address _____
Signature: _____ Telephone: _____

SECTION 3 - CONSTRUCTION SERVICES

3.1 License Construction Supervisor:

Construction Supervisor: _____
Address _____
Signature _____ Telephone _____

Not Applicable ☐

License Number _____
Expiration Date _____

3.2 Registered Home Improvement Contractor:

Company Name _____
Address _____
Signature _____ Telephone _____

Not Applicable ☐

Registration Number _____
Expiration Date _____

E-Mail Address _____

SECTION 4 - WORKERS' COMPENSATION INSURANCE AFFIDAVIT (M.G.L. c.152, S 25c(6))

Workers Compensation 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 5a - DESCRIPTION OF PROPOSED WORK (Check all applicable)

New Construction ☐ Existing Building ☐ Repairs ☐ Alterations ☐ Addition ☐

Accessory Bldg. ☐ Demolition ☐ Foundation only ☐ Other:

Brief Description of Work:

SECTION 5b - CONSTRUCTION DETAILS

# Bedrooms _____	# Floors _____	# Garages _____	Total Decks & Porches _____ s.f.
1 st Floor _____ s.f.	2 nd Floor _____ s.f.	3 rd Floor _____ s.f.	
Garage _____ s.f.	Unfinish Bsmt _____ s.f.	Finished Bsmt _____ s.f.	Tot Living. Area S.F. _____

SECTION 6 - ESTIMATED CONSTRUCTION COST

Item	Cost	For Official Use Only	Amount
1. Building		(a) Building Permit Fee	
2. Electrical		Estimated Cost (Dollars)	
3. Plumbing		Building Permit Fees (a)+(b)	
4. Mechanical (HVAC)		Check Number	
5. Fire Protection			
Total= 1+2+3+4+5			

SECTION 7a - 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 7b - OWNER/AUTHORIZED AGENT DECLARATION

Person obtaining the building permit

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/Agent

Date

DESCRIPTIONS/COMMENTS:

(Finished areas only)

1 st Floor s.f.		
2 nd Floor s.f.		
3 rd Floor s.f.		
Finished Basement		
Unfinished Basement:		
Other:		
Total s.f. Living Space.		
Deck s.f.		
Garage s.f.		
Storage s.f.		
<p>The 9th Edition of the Building Code will apply concurrently with the 10th Edition until June 30, 2025. Building permit applications for projects utilizing the 9th Edition need to be filed on or before June 30, 2025. Applications received on or after July 1, 2025, that are based on the 9th Edition will not be accepted and will not be granted a building permit. Breaking ground on a job site does not need to begin immediately when obtaining a permit. However, if breaking ground does not commence within 180 days of a permit being issued, the permit may expire unless extended. See 780 CMR 105.5 for more information.</p> <p style="text-align: center;">9th Edition State Building Code expires June 30, 2025</p>		
Edition of State Building Proposing	10th Edition	9th Edition
Automatic Sprinkler System Provided	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Market Rate <input type="checkbox"/>	Affordable Rate <input type="checkbox"/>	
Subdivision Name		

“780 CMR 5111.0 PERMITS 5111.1 Action on application: The building official shall examine or cause to be examined all applications for permits and amendments thereto within 30 days after filing thereof. If the application or the construction documents do not conform to the requirements of 780 CMR and all pertinent laws under the building official’s jurisdiction, the building official shall reject such application in writing, stating the reasons therefore. If the building official is satisfied that the proposed work conforms to the requirements of 780 CMR and all laws and ordinances applicable thereto, the building official shall issue a permit therefore.”

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 and Construction Supervisor Licensing (CSL) can be found in 780 CMR Regulations 110.R6 and 110.R5, respectively.

CHECKLIST FOR APPLICATION

1. Signed contract between homeowner and the registered home improvement contractor subject to MGL c 142A
2. 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
3. 3 Sets of plans for the building or structure
4. Mechanical Application (If applicable)
5. 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
6. Sewer Department Approval or Approved Septic Plan
7. Water District Approval Letter
8. Well Water Quantity & Quality Approval certificate from the Board of Health
9. Driveway Permit from The Highway Department (If applicable)
10. Copies of Variances or Special Permits Granted by The Planning Board or Zoning Board of Appeals or
any other Town Boards
11. Worker's Compensation Certificate
12. Insurance Binder from Insurance Company made out to the Town of Hudson
13. Homeowner License Exemption (If applicable)
14. Copy of Construction Supervisor License
Type Description
U Unrestricted (up to 35,000 Cu. Ft.)
R Restricted 1&2 Family Dwelling
M Masonry Only
RC Residential Roofing Covering
WS Residential Window and Siding
SF Residential Solid Fuel Burning Appliance Installation
D Residential Demolition
15. Copy of Home Improvement Registration (If applicable)
16. Statement for disposal of debris (If applicable)
17. Massachusetts Energy Compliance Report
18. All monies due to the town must be paid (Certificate of Good Standing)
19. Modular Homes: All of the above and see special requirements for Modular Home Written certification
from the manufacturer for the person responsible for setting the units. Construction supervisor to
obtain permit--homeowner cannot obtain the building permit

Building Notes:
