



# Town of Lakeville

346 Bedford Street  
Lakeville, MA 02347

Phone: 508-946-8804 Fax: 508-946-8812

## **TO APPLY FOR A BUILDING PERMIT**

### **Please Submit the Following Information:**

- **Building Application:** Complete Entire Form (All questions must be addressed)
- **Building Permit Fee**
- **Approval Form (required)** Sign off's from other departments will be determined by the Building Dept. (The Applicant will be Responsible for obtaining these Approvals).
- **Copy of Builder's License and/ or Registration:** (verification may be required)
- **Energy Conservation Application Form:** (for new homes, additions & interior renovations)
- **Worker's Comp Affidavit (required)**
- **Home Improvement Affidavit:** (if applicable)
- **Registered Professional Architect or Engineer's Affidavit:** (if applicable)
- **Engineered Plot Plan:** Accurately Drawn showing existing structures if any wetlands, well location Septic system location, elevations and proposed structure(s)
- **(1) Set of Working Plans:** Drawn to Scale
- **ALL PAPERWORK returned to and filed with the Building Dept.**

Other information that may need to be addressed: (if applicable)

Zoning  
Flood Plain Elevations  
Board of Appeals Conditions  
Demolition Disposal Form

COMPLETED APPLICATIONS will be reviewed and acted on in a timely manner, usually within (30) Days of filing. Applications are not considered COMPLETE until ALL pertinent information has been received by the Building Department.

### **INSUFFICIENT INFORMATION (OR) AN INCOMPLETE APPLICATION WILL DELAY REVIEW.**

*\*Filing an Application and paying the required fee does not constitute approval and NO WORK shall commence until a Permit Has Been Obtained and Properly Posted.*

**\*Any work started without a permit is subject to a Double Fee** as provided under General By-Laws, Building Inspector Section 22. (Strictly enforced by the Building Dept.)

If you have any questions regarding filing for a permit, please call the Building Department at (508) 946-8804.

# Town of Lakeville

PLEASE COMPLETE IN INK



## **APPROVAL FORM**

To be filed with the Building Permit Application

Date: \_\_\_\_\_

OWNER'S NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

MAP/BLOCK/LOT \_\_\_\_\_

ADDRESS OF PROJECT: \_\_\_\_\_

TYPE OF WORK PROPOSED: \_\_\_\_\_

- \* Take this form to all Departments listed below (that are applicable) for their review and have them sign off.
- \* Return it to the Building Department with the required Application and Plans plus any other pertinent information.

1. **Tax Collector** – All Applications
2. **Board of Health** – All Applications (submit building plans & plot plan)  
(exception: shed less than 120 sq ft. & roofing/siding)
3. **Conservation Commission** – For determination if near wetlands
4. **Board of Selectmen** – For a driveway curb cut on a Town Road

### **SIGN -OFF:**

Tax Collector \_\_\_\_\_ DATE \_\_\_\_\_

Board of Health \_\_\_\_\_ DATE \_\_\_\_\_

Conservation Commission \_\_\_\_\_ DATE \_\_\_\_\_

Board of Selectmen \_\_\_\_\_ DATE \_\_\_\_\_

Returned to the Building Department Date: \_\_\_\_\_

**Note: All Forms must be completed in full. If not, this will delay the processing of your application.**

PLEASE COMPLETE IN INK

**TOWN OF LAKEVILLE**

**BUILDING DEPARTMENT**

**ROBERT IAFRATE**  
BUILDING COMMISSIONER



346 Bedford Street  
Lakeville, MA 02347  
OFFICE : (508) 946-8804  
FAX : (508) 946-8812

**APPLICATION FOR A PERMIT FOR BUILDING OR ALTERATIONS**

**TO THE BUILDING COMMISSIONER:**

The undersigned hereby applies for a permit to build according to the following specifications:

LOCATION : \_\_\_\_\_ MAP/BLOCK/LOT : \_\_\_\_\_

OWNER : \_\_\_\_\_ PHONE: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_ PHONE: \_\_\_\_\_

C.S. LIC. # \_\_\_\_\_ EXP. DATE: \_\_\_\_\_ H.I.C. LIC. # \_\_\_\_\_ EXP. DATE: \_\_\_\_\_

*\* (signed affidavit must be completed if contractor is not register or if registration is not applicable to project)*

DESCRIPTION OF PROPOSED WORK: \_\_\_\_\_  
\_\_\_\_\_

SIZE OF STRUCTURE: \_\_\_\_\_ FOUNDTION TYPE: \_\_\_\_\_

SIZE OF LOT: \_\_\_\_\_ FRONTAGE: \_\_\_\_\_ SIDES: \_\_\_\_ / \_\_\_\_ REAR: \_\_\_\_\_

SETBACK (distance from lot lines): FRONT \_\_\_\_\_ SIDES \_\_\_\_ / \_\_\_\_ REAR: \_\_\_\_\_

Permit must be obtained before beginning excavation or work of any kind. Inspections are required for footings, foundation, sheathing, framing, mechanicals, insulation and occupancy. No structure is to be occupied before a valid Occupancy Permit is issued.

ESTIMATED COST: \_\_\_\_\_

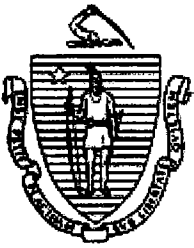
PERMIT FEE: \_\_\_\_\_

\_\_\_\_\_  
Signature of Owner (or Authorized Agent)

Date: \_\_\_\_\_

\_\_\_\_\_  
Application Approved By

Date: \_\_\_\_\_



The Commonwealth of Massachusetts  
 Department of Industrial Accidents  
 Office of Investigations  
 600 Washington Street  
 Boston, MA 02111  
 www.mass.gov/dia

**Workers' Compensation Insurance Affidavit: Builders/Contractors/Electricians/Plumbers**  
**Applicant Information** **Please Print Legibly**

Name (Business/Organization/Individual): \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Are you an employer? Check the appropriate box:**

- |   |   |
|---|---|
| <p>1. <input type="checkbox"/> I am a employer with _____ employees (full and/or part-time).*</p> <p>2. <input type="checkbox"/> I am a sole proprietor or partnership and have no employees working for me in any capacity. [No workers' comp. insurance required.]</p> <p>3. <input type="checkbox"/> I am a homeowner doing all work myself. [No workers' comp. insurance required.] †</p> | <p>4. <input type="checkbox"/> 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. ‡</p> <p>5. <input type="checkbox"/> 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.]</p> |
|---|---|

**Type of project (required):**

6.  New construction
7.  Remodeling
8.  Demolition
9.  Building addition
10.  Electrical repairs or additions
11.  Plumbing repairs or additions
12.  Roof repairs
13.  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 Section 25A of MGL c. 152 can lead to the imposition of criminal penalties of 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. Be advised that 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."

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## 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.

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## 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 Office of Investigations would like to thank you in advance for your cooperation and should you have any questions, please do not hesitate to give us a call.

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The Department's address, telephone and fax number:

The Commonwealth of Massachusetts  
Department of Industrial Accidents  
**Office of Investigations**  
600 Washington Street  
Boston, MA 02111

Tel. # 617-727-4900 ext 406 or 1-877-MASSAFE

Fax # 617-727-7749

[www.mass.gov/dia](http://www.mass.gov/dia)

# TOWN OF LAKEVILLE

## ENERGY CONSERVATION APPLICATION FORM

PLEASE COMPLETE IN INK

### LOW –RISE RESIDENTIAL NEW CONSTRUCTION AND ADDITIONS

Property Address: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Date: \_\_\_\_\_ Applicant Phone: \_\_\_\_\_

#### COMPLIANCE PATH (check one)

\_\_\_\_\_ RES CHECK Version 3.7 release or never attach compliance report and checklist

\_\_\_\_\_ Prescription Package (limited to 1 & 2 family wood framed buildings) – attach worksheet with all items completed.

\_\_\_\_\_ Component Performance: MANUAL TRADE-OFF attach worksheet

\_\_\_\_\_ Systems Analysis or Renewable Energy Sources attach MA Registered Architect or Engineer Analysis

#### ALTERNATIVE FOR ADDITIONS ONLY

a. Gross Wall + Ceiling Area \_\_\_\_\_ b. Glazing Area \_\_\_\_\_ sq.ft.

c. Glazing % (100 x b +a) = \_\_\_\_\_ %

ADDITION with Glazing % (c.) up to 40% may use 780 CMR Table J 1.1.2.3.1 below:

MAXIMUM U-VALUE		MINIMUM R-VALUE		
Fenestration	Ceiling	Wall	Basement Wall	Slab Perimeter, Depth
0.39	R-37	R-13	R-10	R-10, 4 ft

“SUNROOM” addition (greater than 40% glazing - to – wall and ceiling gross area) attach “ Consumer Information Form” from 780 CMR Appendix B.

Applicant Signature \_\_\_\_\_

Date: \_\_\_\_\_

# TOWN OF LAKEVILLE

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## Wetland Affidavit

I understand that it is my responsibility to file with the Lakeville Conservation Commission if designated work is within the 100 foot buffer zone of a delineated wetland. The granting of a building permit does not indicate compliance with the Wetlands Protection Act.

I certify that no work will be done within 100 feet of a bordering vegetated wetland. Subsequently, if work is found to be within a wetland or buffer zone area, a Cease & Desist Order will be issued resulting in a mandatory filing with the Lakeville Conservation Commission.

PROPERTY LOCATION \_\_\_\_\_

OWNER'S NAME \_\_\_\_\_

\_\_\_\_\_  
OWNER'S SIGNATURE ( or Authorized Agent)

DATE: \_\_\_\_\_ PHONE # \_\_\_\_\_