

Hubbardston Building Department

978-928-1400 x209

Building Permit Application

Checklist to follow for new ONE & TWO family homes

The following are required before obtaining a building permit;

Incomplete applications will not be accepted.

- ☐ **#1:** Proof of taxes paid in full on *all* property (personal and real estate) owned in Hubbardston, Ma. Use the driveway permit at the bottom to see the tax collector.
- ☐ **#2:** Driveway permit shall be obtained before any access from the town road to the property or work is started from the DPW (978-928-1408). Driveway Permit Applications can be found online at hubbardstonma.us or at the DPW or Building Department.
- ☐ **#3:** It is the responsibility of the applicant to ascertain that they are in conformance with the Wetlands Protection Act. Conservation Commission (978-928-1400 x 212)
- ☐ **#4:** House Number – Obtained from Building Department 978-928-1400 x 209). *Lot numbers will not be accepted.* Street Number Application can be found online at hubbardstonma.us or at the Building Department.
- ☐ **#5:** Availability of water supply must be on site; a well permit can be obtained from the board of health, 978-928-1400 x 212. See Board of Health requirements on town website.
- ☐ Signed copy of Site Inspection Request – Conservation Commission
- ☐ Landowners with MDC affected parcels shall file for advisory ruling, determination of applicability, variance etc if they have not done so yet.
- ☐ Plot plan drawn to scale showing accurate location of proposed building with setbacks and frontage required by the Town of Hubbardston:
 - Lot Size: 80,000 sq. ft. - 200 ft. of frontage – Front 75 feet -- Side and Rear: 30 feet

Please include set back details to septic system components for any additions or new structures on a plot plan. If you do not have a plot plan, ask the Town of Hubbardston if they have a plot plan showing the locations, if not, please flag septic locations.

- ☐ Two set of detailed plans with smoke/heat detectors.
- ☐ Tax Collector: Proof of taxes paid in full on all property personal & real estate owned in Hubbardston.
Signed off at the bottom of the driveway permit.
- ☐ Copy of signed driveway permit application. Date:_____ Signature:_____
- ☐ Copy of Deed or legal description of property.
- ☐ Proof of well installation Date:_____ Signature:_____
- ☐ Energy Conservation Application Form or MasCheck 2.1 software printout.
- ☐ Workman's Compensation Insurance Affidavit
- ☐ Copy of Contractor's License and Insurance Certificate
- ☐ Homeowner's License Exemption, if applicable
- ☐ Smoke/CO (certificate **prior** to occupancy)
- ☐ Two sets of sprinkler plans (cisterns/water supply included)
- ☐ Two sets fire alarm plans (Building Dept and Fire Dept)
- ☐ Plan review (fire department) Date:_____ Signature:_____
- ☐ Fire Department sign off Date:_____ Signature:_____
- ☐ Waste container sign off
- ☐ Plumbing **Permit**
- ☐ Electrical **Permit**
- ☐ Building **Permit**
- ☐ Gas **Permit** (if applicable)

Presuming all above meet requirements of State Building Code, a permit will be issued with 30 days.

A Check made out to **The Town of Hubbardston** for the permit fee (Amount to be determined when permit is complete).

AS BUILT FOUNDATION PLAN AND SIGN-OFF BY
BOARD OF HEALTH REQUIRED
BEFORE OCCUPANCY PERMIT WILL BE ISSUED

To be filed with building permit application form:

Incomplete applications will not be accepted.



The Commonwealth of Massachusetts
Board of Building Regulations and Standards
Massachusetts State Building Code, 780 CMR, 7th edition
Building Permit Application To Construct, Repair, Renovate Or Demolish a
One- or Two-Family Dwelling

FOR
MUNICIPALITY
USE
*Revised January
1, 2008*

This Section For Official Use Only

Building Permit Number: _____ Date Applied: _____

Signature: _____
Building Commissioner/ Inspector of Buildings 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)

Front Yard		Side Yards		Rear Yard	
Required	Provided	Required	Provided	Required	Provided

1.6 Water Supply: (M.G.L c. 40, §54) Public <input type="checkbox"/> Private <input type="checkbox"/>	1.7 Flood Zone Information: Zone: _____ Outside Flood Zone? <input type="checkbox"/> Check if yes <input type="checkbox"/>	1.8 Sewage Disposal System: Municipal <input type="checkbox"/> On site disposal system <input type="checkbox"/>
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SECTION 2: PROPERTY OWNERSHIP¹

2.1 Owner¹ of Record:
Name (Print) _____ Address for Service: _____
Signature _____ Telephone _____

SECTION 3: DESCRIPTION OF PROPOSED WORK² (check all that apply)

New Construction <input type="checkbox"/>	Existing Building <input type="checkbox"/>	Owner-Occupied <input type="checkbox"/>	Repairs(s) <input type="checkbox"/>	Alteration(s) <input type="checkbox"/>	Addition <input type="checkbox"/>
Demolition <input type="checkbox"/>	Accessory Bldg. <input type="checkbox"/>	Number of Units _____	Other <input type="checkbox"/> Specify: _____		

Brief Description of Proposed Work²:

SECTION 4: ESTIMATED CONSTRUCTION COSTS

Item	Estimated Costs: (Labor and Materials)	Official Use Only
1. Building	\$ _____	1. Building Permit Fee: \$ _____ Indicate how fee is determined: <input type="checkbox"/> Standard City/Town Application Fee <input type="checkbox"/> Total Project Cost ³ (Item 6) x multiplier _____ x _____ 2. Other Fees: \$ _____ List: _____ Total All Fees: \$ _____ Check No. _____ Check Amount: _____ Cash Amount: _____ <input type="checkbox"/> Paid in Full <input type="checkbox"/> Outstanding Balance Due: _____
2. Electrical	\$ _____	
3. Plumbing	\$ _____	
4. Mechanical (HVAC)	\$ _____	
5. Mechanical (Fire Suppression)	\$ _____	
6. Total Project Cost:	\$ _____	

Officials Sign-off
for
Building Permit Applications

Assessor's Map _____ & Parcel _____

Officials Sign Off		Approval	
		Print Name	Signature
Tax Collector	Required Not Required		
Conservation Commission	Required Not Required		
Board of Health Water Test		Septic System	
Street Opening DPW	Required Not Required		
Fire Dept.	Required Not Required		
Zoning Review	Required Not Required		
Board of Assessors	Required Not Required		

SECTION 5: CONSTRUCTION SERVICES**5.1 Licensed Construction Supervisor (CSL)**

Name of CSL- Holder

Address

Signature

Telephone

License Number

Expiration Date

List CSL Type (see below)

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

5.2 Registered Home Improvement Contractor (HIC)

HIC Company Name or HIC Registrant Name

Address

Signature

Telephone

Registration Number

Expiration Date

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.

Signature of Owner

Date

SECTION 7b: OWNER¹ OR AUTHORIZED AGENT DECLARATION

I, _____, as Owner or Authorized Agent hereby declare that the statements and information on the foregoing application are true and accurate, to the best of my knowledge and behalf.

Print Name

Signature of Owner or Authorized Agent

Date

(Signed under the pains and penalties of perjury)

NOTES:

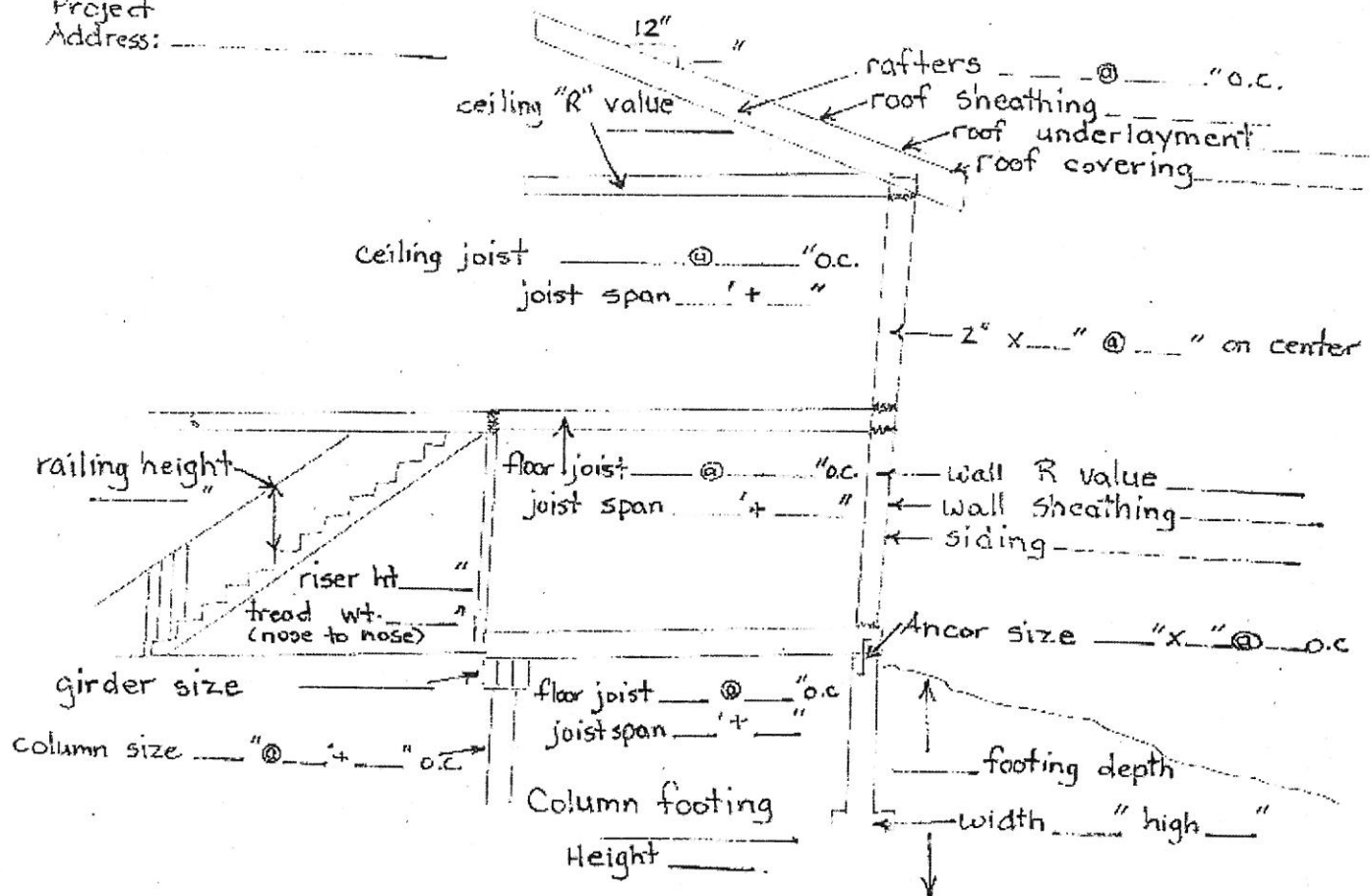
1. An Owner who obtains a building permit to do his/her own work, or an owner who hires an unregistered contractor (not registered in the Home Improvement Contractor (HIC) Program), will ***not*** have access to the arbitration program or guaranty fund under M.G.L. c. 142A. Other important information on the HIC Program and Construction Supervisor Licensing (CSL) can be found in 780 CMR Regulations 110.R6 and 110.R5, respectively.

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

Total floors area (Sq. Ft.) _____	(including garage, finished basement/attics, decks or porch)
Gross living area (Sq. Ft.) _____	Habitable room count _____
Number of fireplaces _____	Number of bedrooms _____
Number of bathrooms _____	Number of half/baths _____
Type of heating system _____	Number of decks/ porches _____
Type of cooling system _____	Enclosed _____ Open _____

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

Date: _____
 Project _____
 Address: _____





BUILDING INSPECTOR
HUBBARDSTON, MA 01452
BUILDING DEPARTMENT

HOMEOWNER LICENSE EXEMPTION

Please Print

Date: _____

Job Location: _____
Number Street Address

Map# _____ Parcel # _____ Zone _____

"Homeowner" Name _____

Present Mailing Address _____
Number Street Address

City/Town

State

Zip Code

The current exemption for "homeowners" includes owner-occupied dwellings of two units or less and to allow such homeowners to engage an individual for hire who does not possess a license, provided that the owner acts as supervisor. (State Building Code Section 109.1.1)

Definition of Homeowner:

Person(s) who owns a parcel of land on which he/she resides or intends to reside, on which there is, or is intended to be, a one or two-family dwelling, attached or detached structures accessory to such use and/or farm structures. A person who constructs more than one home in a two-year period shall not be considered a homeowner.

Such homeowner shall submit to the Inspector of Buildings, on a form acceptable to the Inspector of Buildings, that he/she shall be responsible for all such work performed under the building permit. (Section 109.1.1)

The undersigned "homeowner" assumes responsibility for compliance with the state building code and other applicable codes, bylaws, rules and regulations.

Homeowner's Signature _____

APPROVAL BY THE INSPECTOR OF BUILDINGS

Lawrence M. Brandt
Hubbardston Building Commissioner

Date

Permit #

In accordance with the provisions of MGL c40,S54, a condition of Building Permit Number _____ is that the debris resulting from this work shall be disposed of in a properly licensed solid waste disposal facility as defined by MGL c 111,S150A.

The debris will be disposed of in:

(Location of Facility)

Signature of Permit Applicant

Date



Office of
The Building Department
7 Main Street, Unit #7
Hubbardston, Massachusetts 01452
Telephone (978) 928-1400 Ext. 209
FAX (978) 928-1402

Application for Street Number

This application must be accompanied by a recorded A.N.R. plan of land or a recorded subdivision plan of land.

Today's Date: _____

Property Owner: _____

Street Name: _____

Property Map/Parcel: _____

Applicant Name: _____

Mailing Address: _____

City, State, Zip: _____

.....
The Street Number Assigned is: _____

This street number must be used when applying for all town permits. It is your responsibility to notify the Post Office and others regarding this street number assignment. Your house number should be displayed on your mailbox and/or your home or business.

The Building Department has ten days from the date of this application to provide the applicant with the assigned street number. The applicant will be contacted.

If you have further questions regarding this street number, please call the Building Department office, 978-928-1400 x209.



Town of Hubbardston
Conservation Commission
978-928-1400 Ext 212

Office Hours Tuesday/ Thursday 9:00 am- 3:00 PM

HCC# _____

(Office Use Only)

SITE INSPECTION REQUEST

- INCLUDE FEE PAYABLE TO TOWN OF HUBBARDSTON: NEW HOME CONSTRUCTION = \$50.
ADDITIONS AND OTHER STRUCTURES = \$35.
- SUBMIT WITH THIS FORM A PLOT PLAN OR COPY OF SEPTIC DESIGN WITH LOCATION OF PROJECT SHOWN.
- Prior to site inspection, **LOT MUST BE CLEARLY MARKED AND STAKED OUT** showing 4 corners of project. New home construction must also stake location of septic system and well.
- Allow up to ten business days for inspection.

DATE _____

APPLICANT _____ PHONE _____

OWNER _____

SITE ADDRESS _____ ASSESSORS MAP & PARCEL # _____

Is this lot on list of MDC affected parcels? Yes _____ No _____

(If yes, contact MDC for an Advisory Ruling at 413-323-6921, Ext. 501)

Site Inspection Requested for:

New Home _____ Other (Describe) _____

Directions: _____

(Below this line for office use only)

INSPECTION OUTCOME

To _____ On _____

_____ No Filing Required

Fee Paid _____

_____ Filing Required _____ RFD _____ NOI

ConCom Signature

Date

Comments/Special Conditions:

June 2012

Hubbardston Department of Public Works

Travis M. Brown
DPW Director

68 Worcester Road Phone: 978-928-1408
7 Main St. Unit #6 Fax: 978-928-1409
Hubbardston, MA 01452 Email: highway@hubbardstonma.us

INSTRUCTIONS **DRIVEWAY PERMIT APPLICATION**

The Town of Hubbardston is concerned with the width and flare of the driveway where it meets the road, since the road surface must not be disturbed and the gutter line must be maintained. **Final approval** will be made after a site inspection of the construction.

STEP 1: Produce a sketch of your lot showing all lot lines and dimensions, driveway layout with elevations, and driveway construction details including berms, culverts, etc., width and flare of driveway, and roadway construction details. You must show distance in feet from property line to edge of proposed driveway.

STEP 2: Stake out location of driveway on the lot.

STEP 3: Submit the plan complete with the permit form and required fee to the DPW Office.

STEP 4: The DPW Director will review the application, complete an initial site inspection, and approve the application for construction. A Statement of Conditions will be given to the applicant stating the specifications for the driveway. At this time, the Superintendent will sign the Building Permit Application.

STEP 5: After driveway construction, notify the DPW Director, or his designee, for an inspection at least 72 hours **prior to any paving** to ensure that all conditions have been met.

STEP 6: When all conditions have been satisfactorily met, the DPW Director, or his designee, will sign off on the final inspection card and the Building Department may issue an occupancy permit.

Note: All costs relative to the processing of the driveway permit, including any review costs, will be borne by the applicant. A re-inspection fee may apply if more than three inspections are required.

Hubbardston Department of Public Works

Driveway Permit

Statement of Conditions

Date _____

Permit# _____

Street Address _____ Map # _____ Parcel # _____

Applicant Name _____ Phone _____

Applicant Address _____

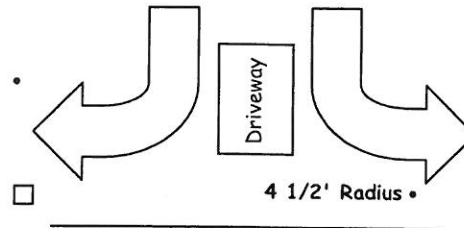
Name of Owner _____

(if different from applicant)

I, _____ hereby agree to the conditions set forth by the DPW Director of Hubbardston and agree to complete all the necessary work to comply with these conditions prior to my receipt of a driveway entrance permit from the Town of Hubbardston. I understand no occupancy permit will be issued until driveway has been completed.

Conditions:

- ☐ Camber & swale to conform and follow water run-off to ditch.
- ☐ Minimum of 30' by 12" ADS N12 corrugated plastic culvert pipe. Head walls on each end of pipe.
- ☐ Compacted 6" or 12" crushed gravel over pipe.
- ☐ HMA Paved apron 3" of asphalt compressed. Paved from roadway to property line of owner with 6" gravel base. At least 12' wide Plus the 4 1/2' Radius on each side.
- ☐ Crushed gravel apron 6" thick from roadway to property line.
- ☐ Landing approach before ditch line.
- ☐ Before paving contact Superintendent.
- ☐ Driveway not to be relocated from plans.
- ☐ Driveway crowned.
- ☐ Call Dig Safe.
- ☐ Install Hay bales/Silt fence
- ☐ Driveway staked out
- ☐ Do not unload or use tracked equipment in roadway. You will be responsible for Damages incurred to the road.
- ☐ No mud or other debris in roadway.
- ☐ Shore up pavement shoulder.
- ☐ Apron lines must be painted 72 hours prior to paving to allow time for inspection



On Site Pre-Inspection Date _____

Approved _____

Rejected _____

On Site Final Inspection Date _____

Approved _____

Rejected _____

DPW Director Signature _____

Applicant Signature _____

A plan of proposed work must accompany this application.

Driveway permit fee: \$75.00 Re-inspection fee (if necessary): \$25.00

Make checks payable to the Town of Hubbardston. Permit expires 1 year after date of issuance. If an extension is needed, the applicant must apply in writing to the DPW Director. If granted, the extension will be determined by the DPW Director and a \$2500.00 Cash Bond. Permit subject to change during construction at the discretion of the DPW Director in the best interest of the Town.

Pursuant to the provisions of M.G.L. Chapter 40, Section 57, certification that no debt is owed to the Town of Hubbardston by the applicant or owner of record must be obtained from the Tax Collector before said license may be issued by the Selectboard.

Date: _____

No debt is owed: _____

Debt is owed: _____

Tax Collector Signature: _____

Do you live on one of these roads?

NAME OF ROAD	When Voted as Scenic
Barre Rd (including Barre Cut-off Rd and Elm St}	May 7, 1979
Bemis Rd	Jan. 28, 1992
Brigham St	May 7, 1979
Burnshirt Rd (formerly Williamsville-Templeton Rd)	June 13, 1983
Depot Rd (formerly part of Healdville Rd)	May 7, 1979
Elm St (formerly part of Barre Rd)	May 7, 1979
Flagg Rd	May 7, 1979
Grimes Rd	May 7, 1979
Hale Rd (including Hale Rd Extension)	May 7, 1979
Halfrey Rd	May 7, 1979
Healdville Rd	May 7, 1979
High Bridge Rd	May 7, 1979
Kruse Rd	May 7, 1979
Lombard Rd	May 7, 1979
Mile Rd	May 7, 1979
Mt. Jefferson Rd	May 7, 1979
Morgan Rd	May 7, 1979
New Templeton Rd	May 7, 1979
Old Princeton Rd_ (including Old Princeton Cutoff}	May 7, 1979
Old Westminster Rd	May 7, 1979
Pitcherville Rd	May 7, 1979
Ragged Hill Rd	May 7, 1979
Thompson Rd	May 7, 1979
Twin Hill Rd	May 7, 1979
Underwood Rd	May 7, 1979
Upper Intervale Rd	May 7, 1979
Williamsville Rd (including Williamsville Cutoff)	May 7, 1979

To protect the scenic quality and character of certain roads in Hubbardston, the Town has the ability to designated certain roads to be considered "scenic roadways" through a Town Meeting approval.

This means that they have additional protections to ensure that their scenic nature is preserved. To that end if a resident would like to remove and existing stone wall or tree they must go through a review and approval process.