

Building Permit Instructions  
And Required Documentation  
**\$50 Non-Refundable Application Fee**

APPLICATIONS WILL **NOT** BE ACCEPTED FOR PROCESSING IF YOU DO NOT HAVE **ALL** THE REQUIRED DOCUMENTATION INDICATED BELOW.

- COMPLETED APPLICATION
- 3 COPIES OF ENGINEERED / SEPTIC SITE PLANS FOR NEW BUILDINGS AND ADDITIONS (HORIZONTAL OR VERTICAL) SHOWING SIZE AND LOCATION OF ALL EXISTING AND PROPOSED BUILDINGS, SETBACKS, DRIVEWAY, AND SITE COVERAGE CALCULATIONS. CONTACT THE HEALTH DEPT. (508.430.7509) FOR SEWAGE DISPOSAL PERMIT REGULATIONS.
- 4 COPIES OF **FIRE DEPARTMENT STAMPED<sup>1</sup>** BUILDING PLANS
- WOOD FRAME CONSTRUCTION MANUAL (WFCM) COMPLIANCE CHECKLIST FOR ALL RESIDENTIAL NEW CONSTRUCTION AND ADDITIONS EXCEPT DECKS. (NOT REQUIRED IF PLANS ARE STAMPED.)
- ENERGY CALCULATIONS FOR ALL NEW CONSTRUCTION OR HEATED ADDITIONS. (2012 IECC STANDARDS)
- MANUFACTURERS' SPECIFICATIONS SHOWING OPENINGS SIZE AND U-VALUE.
- WORKER'S COMPENSATION INSURANCE AFFIDAVIT **AND** CERTIFICATE OF INSURANCE (ACCORD).
- PHOTO COPIES OF CONSTRUCTION SUPERVISOR'S LICENSE **AND** HOME IMPROVEMENT REGISTRATION NO.

- OR -

IF THE HOMEOWNER IS DOING THE WORK THEMSELVES **AND/OR** SERVING AS GENERAL CONTRACTOR FOR A RESIDENTIAL PROJECTS

- CONSTRUCTION SUPERVISOR EXEMPTION AFFIDAVIT **AND** HOME OWNER'S EXEMPTION FORM
- NON-REFUNDABLE APPLICATION FEE SHOWN ABOVE. MAKE CHECKS PAYABLE TO TOWN OF HARWICH.

**IF APPLICABLE**

- ALL ENGINEERED LUMBER REQUIRES ENGINEER'S STAMP OR MANUFACTURER'S CALC. SHEET
- TITLE OF OWNERSHIP (RECORDED COPY) FOR VACANT LOTS ONLY. COPIES AVAILABLE FROM THE HARWICH ASSESSOR'S OFFICE OR THE BARNSTABLE COUNTY REGISTRY OF DEEDS.
- RECORDED COPY OF DECISION FOR ANY REQUIRED REGULATORY BOARD OR COMMISSION APPROVALS/ DECISIONS: ZONING BOARD OF APPEALS, PLANNING BOARD, CONSERVATION COMMISSION, HISTORIC DISTRICT COMMISSION & HISTORICAL COMMISSION, BOARD OF HEALTH.
- MODULAR HOMES - SUBMIT PLANS APPROVED BY DIVISION OF INSPECTION & EVIDENCE OF 3RD PARTY ENGINEERING REVIEW. PROJECT REQUIRES: PHOTOCOPIES OF CONSTRUCTION SUPERVISOR LICENSE (FOR FOUNDATION) AND HOISTING LICENSE, PLAN IDENTIFICATION FORM, MANUFACTURERS' CERTIFICATION OF INSTALLER/SET CREW, ENGINEERED LUMBER CALCULATIONS AND NO HOMEOWNER EXEMPTIONS ARE ALLOWED.

FOOTNOTES: <sup>1</sup> - FIVE (5) COPIES ARE REQUIRED IN TOTAL. THE FIRE DEPT. KEEPS ONE (1) STAMPED COPY. THE REMAINING FOUR (4) STAMPED COPIES MUST BE SUBMITTED WITH APPLICATION. FIRE DEPT.: 508.430.7546.

\* LEGAL OWNER, MAP / PARCEL AND TITLE INFORMATION IS AVAILABLE THROUGH THE ASSESSOR'S OFFICE. HARWICH ASSESSOR'S: 508.430.7503.

# 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.

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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)