



**INSPECTOR OF BUILDINGS  
TOWN OF MONTAGUE**  
One Avenue A  
Turners Falls, MA 01376

**APPLICATION FOR PERMIT TO RENOVATE and/or CHANGE USE**

**To the Inspector of Buildings:** The undersigned hereby applies for a permit to **RENOVATE and/or CHANGE USE** of a building according to the following specifications:

**Location of**

**Building** No \_\_\_\_\_ Street \_\_\_\_\_ Map \_\_\_\_\_ Lot \_\_\_\_\_  
Principal use of the building \_\_\_\_\_ Use Group \_\_\_\_\_  
Proposed use of altered space \_\_\_\_\_

- 1a. Owner \_\_\_\_\_ address \_\_\_\_\_
- b. Lessee \_\_\_\_\_ address \_\_\_\_\_
- c. Builder \_\_\_\_\_ LIC.# \_\_\_\_\_  
address \_\_\_\_\_ REG.# \_\_\_\_\_
- d. Architect \_\_\_\_\_ REG.# \_\_\_\_\_
- e. Engineer \_\_\_\_\_ REG.# \_\_\_\_\_

**Existing Conditions**

- 2a. Existing structural and safety elements are: \_\_\_\_\_ Construction Type \_\_\_\_\_  
 exterior walls \_\_\_\_\_  
 floors/ceilings \_\_\_\_\_  
 fire suppression/signaling \_\_\_\_\_
- b. Building height \_\_\_\_\_ and/or No. of stories \_\_\_\_\_
- c. Building area \_\_\_\_\_
- d. Nearest building is \_\_\_\_\_ feet in a \_\_\_\_\_ direction
- e. Distance to lot lines - Front \_\_\_\_\_ Right \_\_\_\_\_ Left \_\_\_\_\_ Rear \_\_\_\_\_
- f. Type(s) of HVAC system(s): \_\_\_\_\_ Fuel(s) \_\_\_\_\_

**Specifications**

- 3a. Location of renovation \_\_\_\_\_
- b. Size of area renovated or altered; \_\_\_\_\_ ft. by \_\_\_\_\_ ft.
- 4. Fire Separation Elements:  
 exit hallways \_\_\_\_\_ location \_\_\_\_\_  
 stairwells \_\_\_\_\_ location \_\_\_\_\_  
 separation walls \_\_\_\_\_ location \_\_\_\_\_
- 5. Egress Doors  
 location \_\_\_\_\_ size \_\_\_\_\_ fire rating \_\_\_\_\_  
 location \_\_\_\_\_ size \_\_\_\_\_ fire rating \_\_\_\_\_
- 6. Energy conservation measures: \_\_\_\_\_  
 R-ratings? \_\_\_\_\_
- 7. The debris resulting from this work shall be disposed of at: \_\_\_\_\_  
 which is a properly licensed solid waste disposal facility as required by MGL.
- 8. Estimated cost (must be filled out) \_\_\_\_\_

**Additional Remarks**

\_\_\_\_\_  
 \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_ Phone # \_\_\_\_\_

**OTHER PERMITS or DEPARTMENTAL APPROVALS**

**Building Submittals** Required:

- Plot Plan: lot size, roads, setbacks, existing structures
- Distance to streams \_\_\_\_\_ or Wetlands \_\_\_\_\_ FIRM Zone \_\_\_\_\_
- Floor Plan Residential smoke detector locations
- Architectuals \_\_\_\_\_ Engineering Plans \_\_\_\_\_
- Energy Conservation Compliance 1 2 3 4
- Workman's Comp

**Other Construction Permits**

- Plumbing \_\_\_\_\_
- Fuel Gas \_\_\_\_\_
- Electrical \_\_\_\_\_

**Board of Health**

- Water Well Permit
- Disposal Works Construction Permit w/ Perk Test
- Title V evaluation; new bedrooms or change of use.
- Food Service
- Other \_\_\_\_\_

**District Water Department**

- Commitment to supply water; by \_\_\_\_\_

**Highway Department**

- Street Opening Permit
- Curb Cut (Driveway) Permit
- Curb Cut Permit (State Roads) **Mass Highway**

**Waste Water Treatment Plant and/or Sewer Commissioners**

- Sewer Connection Permit \* (see Highway Dept.) or
- Sewer Extension Permit (Discharge of 2000 gpd or greater)

**District Fire Department**

- Plan review of fire suppression and/or signaling devices
- Oil Burner and Oil Storage Permits
- Propane Storage

**Planning Board & Zoning Board of Appeals**

- PB Special Permit Permit # \_\_\_\_\_
- ZBA Special Permit
- Variance Hearing # \_\_\_\_\_

**Conservation Commission**

- Request for Determination of Applicability (RDA)
- Notice of Intent

**Other:** \_\_\_\_\_

---

**Specifications for Frame Construction  
Heated Residential Buildings**

FOUNDATION

Piers (all piers must be frost protected)  
size \_\_\_\_\_ x \_\_\_\_\_ x \_\_\_\_\_ thick material \_\_\_\_\_  
Footings (all footings must be 4 feet below finish grade)  
width \_\_\_\_\_ x \_\_\_\_\_ thick material \_\_\_\_\_  
Foundation Walls  
height \_\_\_\_\_ x \_\_\_\_\_ thick material \_\_\_\_\_  
min grade clearance \_\_\_\_\_ max height of unbalanced fill \_\_\_\_\_  
Slabs  
thickness \_\_\_\_\_ location \_\_\_\_\_ material \_\_\_\_\_  
Dampproofing method \_\_\_\_\_  
Foundation drainage \_\_\_\_\_

FRAME

Species and grade of framing lumber \_\_\_\_\_ Metal frame Y/N \_\_\_\_  
Columns  
cross section \_\_\_\_\_ type \_\_\_\_\_ spacing \_\_\_\_\_ height \_\_\_\_\_  
Carrying Beams  
dimensions \_\_\_\_\_ x \_\_\_\_\_ x \_\_\_\_\_ laminations max span \_\_\_\_\_  
material \_\_\_\_\_ size & weight (if steel) \_\_\_\_\_  
Joists-1st floor (40 lb/sq ft design minimum)  
dimensions \_\_\_\_\_ x \_\_\_\_\_ span \_\_\_\_\_ o/c \_\_\_\_\_  
Joists-2nd floor (30 lb/sq ft design minimum)  
dimensions \_\_\_\_\_ x \_\_\_\_\_ span \_\_\_\_\_ o/c \_\_\_\_\_  
Engineered Wood Products (manufacturers specs or eng. design required)  
type & application \_\_\_\_\_ brand \_\_\_\_\_  
Joists-Ceiling Attic  
dimensions \_\_\_\_\_ x \_\_\_\_\_ span \_\_\_\_\_ o/c \_\_\_\_\_  
Attic access \_\_\_\_\_ (design min 22" x 30")  
Walls  
exterior studding dimension \_\_\_\_\_ x \_\_\_\_\_ height \_\_\_\_\_ o/c \_\_\_\_\_  
bearing studding dimension \_\_\_\_\_ x \_\_\_\_\_ height \_\_\_\_\_ o/c \_\_\_\_\_  
non-bearing studs dimension \_\_\_\_\_ x \_\_\_\_\_ height \_\_\_\_\_ o/c \_\_\_\_\_  
Headers  
dimensions \_\_\_\_\_ x \_\_\_\_\_ x \_\_\_\_\_ laminations max span \_\_\_\_\_  
other \_\_\_\_\_  
Roof  
pitch \_\_\_\_\_ in \_\_\_\_\_ other \_\_\_\_\_ , \_\_\_\_\_  
Rafters  
dimensions \_\_\_\_\_ x \_\_\_\_\_ horizontal span \_\_\_\_\_ o/c \_\_\_\_\_  
other \_\_\_\_\_  
Trusses (furnish engineering design)  
max span \_\_\_\_\_ o/c \_\_\_\_\_  
Sheathing  
exterior walls \_\_\_\_\_  
1st floor \_\_\_\_\_  
2nd floor \_\_\_\_\_  
attic floor \_\_\_\_\_  
roof \_\_\_\_\_  
interior walls \_\_\_\_\_  
vapor barrier walls \_\_\_\_\_ ceiling(s)? \_\_\_\_\_

Exit Doors  
 location \_\_\_\_\_ width \_\_\_\_\_ height \_\_\_\_\_ type \_\_\_\_\_  
 location \_\_\_\_\_ width \_\_\_\_\_ height \_\_\_\_\_ type \_\_\_\_\_  
 other(s) \_\_\_\_\_  
 interior door min. size 2'6" x 6'6" excluding bath & closets

Fire Separation (garage, common exit, separate units)  
 wall ratings \_\_\_\_\_ location \_\_\_\_\_  
 door ratings \_\_\_\_\_ location \_\_\_\_\_

Windows (min 8% of floor area per habitable room 1/2 must open)  
 (for specific hazardous locations see 3603.20.4.2)  
 bedroom window opening size \_\_\_\_\_ x \_\_\_\_\_ (20" x 24" min clear)  
 sill height above floor \_\_\_\_\_ (44" max)

Ventilation (state method)  
 attic \_\_\_\_\_  
 bathrooms \_\_\_\_\_  
 basement /crawl space \_\_\_\_\_

HVAC system(s) size \_\_\_\_\_ BTU's (max size 125% of design load)  
 type(s) \_\_\_\_\_ fuel(s) \_\_\_\_\_ flue(s) or direct vent(s) \_\_\_\_\_  
 other \_\_\_\_\_

ENERGY CONSERVATION

select option 1\_\_ 2\_\_ 3\_\_ 4\_\_ - from Appendix J

1. **Prescriptive Package** (for wood frame - fossil fuel - non electric)
  - a. Gross wall area \_\_\_\_\_ sq.ft
  - b. Exterior doors \_\_\_\_\_ sq.ft glazed area only
  - c. Glazing area \_\_\_\_\_ sq.ft total R. O. of windows
  - d. % Glazing (b+c/a)= \_\_\_\_\_ % must be less than 18%

In Montague use- **6404 HDD<sub>65</sub>**

Select Package **Q-AA**

Windows	_____	max. U=0.35, min. R-2.85
Roof-Ceiling	_____	min. R-30, R-38
Exterior walls	_____	min. R-13, R-19
Floor	_____	min. R-19, R-25
Foundation walls	_____	min. R-10
Slab on grade	_____	min. R-6 for 48"
Heating AFUE	_____	min. Tables J4
2. **Component Performance** Use Appendix J6.0 - Climate Zone #14  
 Attach Trade-Off and HVAC Worksheet as applicable
3. **MAScheck Software** Attach Compliance Report & Inspection Checklist
4. **Systems Analysis** and/or **Renewable Energy Sources** (Use J8.0 & J9.0)

Additional Explanations \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**\*Please note you must include Workmens' Compensation Insurance Affidavit with this form\***

**HOME OWNER LICENSE EXEMPTION  
and/or  
CONTRACTOR REGISTRATION**

This form must be submitted with applications for residential work.

The **license exemption** for a HOME OWNER applies only for permitted work on owner-occupied one and two family dwellings and farm structures. The exemption allows such home owner to obtain Building Permits, perform construction, and engage individuals for hire who may not be registered or possess a supervisors license, provided that the owner acts as supervisor. The Home Owner, acting as supervisor, is then fully responsible for the project and compliance with the State Building Code.

The undersigned Home Owner assumes responsibility for compliance with the State Building Code and all work performed under the building permit which includes compliance with all other applicable codes, by-laws, rules and regulations, and there respective inspection procedures.

**Notice to Home Owners engaging others for hire**

OWNERS PULLING THEIR OWN PERMIT ON BEHALF OF A CONTRACTOR OR WHO ENGAGE UNREGISTERED CONTRACTORS FOR APPLICABLE HOME IMPROVEMENT WORK DO NOT HAVE ACCESS TO THE ARBITRATION PROGRAM OR GUARANTY FUND UNDER MGL c.142A.

MGL c. 142A requires that the reconstruction, alteration, renovation, repair, modernization, conversion, improvement, removal, demolition, or construction of an addition to any owner-occupied building of up to four dwelling units and to structures which are adjacent to such residence or building be done by registered (as opposed to licensed) contractors, with certain exceptions.

Notwithstanding the above notice, I hereby apply for a permit as the home owner of the above property:

HOME OWNER \_\_\_\_\_  
Name Date  
ADDRESS \_\_\_\_\_  
Number Street Address Home Phone

\*\*\*\*\*

**OR;  
CONTRACTOR AFFIDAVIT**

Pursuant to MGL c. 142A, Home Improvement Contractor Registration, I hereby apply for a permit as the agent of the above listed owner:

\_\_\_\_\_  
Contractor Name (as registered) Registration No.

Signed under penalties of perjury: Date \_\_\_\_\_

\_\_\_\_\_  
Contractor License No.