



**CITY OF CAMBRIDGE
INSPECTIONAL SERVICES DEPARTMENT
831 Massachusetts Avenue
Cambridge, MA 02139
617-349-6100**

Application for a PERMIT to Build, Alter, or Repair ANY BUILDING
(other than a 1 or 2 family dwelling) in accordance with the 8th Edition Massachusetts State Building Code 780 CMR.
Application must be filled out COMPLETELY in ink.

Building Address _____	
Building Owner _____	Phone # _____
Owner Address _____	
Contractor _____	Phone # _____
Contractor Address _____	
Architect/Engineer _____	Phone # _____
Address _____	

TYPE OF WORK: New Construction _____	Addition _____	Change of Occupancy _____
Repair _____	Alteration Level 1 _____	Alter Level 2 _____
	Alter Level 3 _____	Roof _____

EXISTING BUILDING INFORMATION (Required – MSBC Ch. 34 Sec 101.5.4.0 Amended)

Current Use _____	Proposed Use _____
For Residential Use: Current number of dwelling units _____ Proposed number of dwelling units _____	
Building Construction type:	
Non-Combustible (Type I/II) _____	Masonry/Wood (III) _____
	Wood (IV/V) _____
Building Equipped with: Sprinkler System Yes / No Fire Alarm Yes / No Smoke Detection Yes / No	
Provide a description of the building: _____	

Description of Proposed Work: Include effects of the proposed work on the structural, egress, fire protection, energy conservation, light, and ventilation systems of the space or building. Include any changes as listed in Zoning Information (pg. 2).

Note: 2 sets of construction documents, plus 1 set in digital format, required to be submitted for review.

ESTIMATED COST OF CONSTRUCTION:

Building _____	HVAC _____
Electric _____	Sprinklers _____
Plumbing _____	Fire Detection _____
Gas Fitting _____	Fire Extinguishing _____

Total Estimated Cost of Construction _____

Total Construction costs include **all** work done concurrently with the work contemplated by the Building Permit including demolition, plumbing, heating, electrical, air conditioning, painting, wall to wall carpeting, landscaping, site improvements, etc. Furnishings and portable equipment are not part of the total construction cost. A signed copy of contractor/client contract must be included with Application. A final cost affidavit completed by the owner will be required at construction completion for all projects (affidavit required for final sign-off).

ZONING INFORMATION (required) The Applicant is responsible for proving all aspects of Zoning compliance.

Current Use _____ Proposed Use _____ Zone _____ BZA/PB Case # _____

For residential: Current number of dwelling units _____ Proposed number of dwelling units _____

Proposed work includes – reconstruction of an existing exterior building element (porch, deck, etc.). **Provide recent photos of existing conditions, and fully dimensioned plans and elevations.**

Proposed work includes - enclose a covered porch, build uncovered exterior stairs, build decks at the 1st floor level, build roof decks over existing 1st or 2nd floors, create new windows (including moving existing windows), doors, or skylights. **Provide a stamped and scalable surveyor’s plot plan, the height of the highest point of the roof, recent photos of existing conditions, and fully dimensioned plans and elevations. If Zoning Appeal case, include copy of registered decision.**

Proposed work includes – new construction, additions, dormers, bays, balconies, covered stairs/landings and/or porches, decks at the 2nd floor level or higher, roof decks over the 3rd floor or higher, or to excavate a basement, change any floor or ceiling height, change the use or increase the number of dwelling units of a building, erect an outbuilding, or to do any similar work. **Provide all previously listed documents, plus a comprehensive Zoning Analysis showing compliance with all aspects of the Cambridge Zoning Ordinances. If BZA or Planning Board case, include copy of registered decision.**

None of the above. The proposed work is not of the types listed above and is not regulated by the Zoning Ordinance.

Certified Plot Plan: For new structures and additions, a certified plot plan shall be submitted after the foundation is poured and before further work commences.

CONSTRUCTION SERVICES (required)

Any project proposed for any building over 35000 ft³ must meet the requirements of Sec.107.6 & Chapter 17, MSBC.

Architect/Registered Design Professional (Construction Control Sec 107, MSBC Amended)

Name _____ Phone # _____

Firm _____ Cell Phone# _____

Address _____

MA Registration Number _____ Email Address: _____

Application shall include signed and stamped affidavit from Registered Design Professional attesting to duties and obligations required by Sections 107.6 (Construction Control) and Chapter 17 (Structural Tests and Special Inspections) MSBC Amended. Application shall also include report on tests, inspections and observations as required by Section 1701.1.1 MSBC Amended.

Structural Peer Review (MSBC 780 CMR 105.9 Amended):

Is Independent Structural Engineering Peer Review required Yes _____ No _____

If yes, review must be submitted with application. Peer Review is required for high rise construction or buildings of unusual complexity as determined by the BBRs.

Fire Protection:

For permits that include work under Ch. 9 Fire Protection Systems, review and approval by the Cambridge Fire Department is required before submittal. **Cambridge Fire Dept. has reviewed this application** Yes _____ No _____

A Narrative Report describing all fire protection systems and their operation is required to be submitted with this application (Sec 902.1 #1a, MSBC Amended). **This report has been submitted** Yes _____ No _____

Energy Conservation: Effective July 1, 2010, the City of Cambridge has adopted the Stretch Energy Code, 780 CMR115AA. The Stretch Code requirements are in addition to the requirements of the most recently published version of the ICC International Energy Conservation Code (IECC). Check all applicable:

The proposed project is subject to Stretch Code and/or IECC provisions and documentation indicating compliance has been included with this application.

The proposed work involves changes to the building lighting system and a Lighting Power Density Report has been included with this application.

The proposed work does not access or affect the building energy envelope.

Noise Ordinance Affidavit

The undersigned as the Architect/Construction Supervisor for this proposed construction, do hereby certify knowledge of Chapter 8.16 of the Cambridge Municipal Code concerning noise control.

I certify that necessary actions will be taken concerning the design, specification of, and location of noise producing equipment: e.g., transformers, air handling units, etc., to insure that this project will not result in noise levels that exceed that allowed by the Municipal Code.

Name _____ Title _____

Signature _____ Registration/License # _____

Read Before Signing: The undersigned hereby certifies that he/she has read and examined this application and that the proposed work subject to the provisions of the Massachusetts State Building Code and other applicable laws and ordinances is accurately represented in the statements made in this application and that the work shall be carried out in accordance with the foregoing statements and in compliance with the provisions of law and ordinance in force on the date of this application to the best of his/her ability.

Licensed Construction Supervisor

Name _____ Phone # _____

Address _____ Cell Phone # _____

License Number _____ Expiration Date _____ Class _____

Signature _____ Date _____

Email Address _____

Registered Home Improvement Contractor (required only for 3 or 4 family owner-occupied dwellings)

Name _____ Phone # _____

Address _____ Cell Phone # _____

Registration Number _____ Expiration Date _____

Signature _____ Date _____

Building Owner of Record (application **must** be signed by **OWNER** of Building)

Name _____ Phone # _____

Address _____

Signature _____ Date _____

Email Address _____

Hold Harmless Clause: The Permittee(s) by acceptance of this permit agree(s) to indemnify and hold harmless the City of Cambridge and its employees, from and against any and all claims, demands and actions for damages resulting from operations under this permit, regardless of negligence of the City of Cambridge, and its employees, are to assume the defense of the City of Cambridge, and its employees, against all claims, demands and actions.

PERMIT NO.

FEE

MASSACHUSETTS GENERAL LAW REQUIREMENTS

Workers Compensation Insurance Affidavit (MGL c. 152 §25C96)

A Certificate of Insurance or a completed Workers Compensation Insurance Affidavit must be 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 ___

Construction Debris Affidavit (MGL c 40 §54)

As result of the provisions of MGL c 40 §54, I acknowledge that as a condition of the Building Permit, all debris resulting from the construction activity governed by this Building Permit shall be disposed of in a properly licensed waste disposal facility, as defined by MGL c 111 §150A.

The debris will be disposed at/by _____

Roll-Off Dumpster or Container? Yes / No / Specify _____ Dumpster Permit # _____

Signature _____ Date _____

I certify that I will notify the Building Official by _____ (two months maximum) of the location of the solid waste disposal facility where the debris resulting from said construction activity shall be disposed of, and I shall submit he appropriate form for attachment to the Building Permit

Signature _____ Date _____

OFFICIAL USE ONLY

Department Approvals

BZA _____	Date _____	Electrical _____	Date _____
Planning Board _____	Date _____	Plumbing _____	Date _____
Historic _____	Date _____	D.P.W. _____	Date _____
Fire Dept. _____	Date _____	Parking _____	Date _____

Application Approval

(Subject to the provisions of the Massachusetts State Building Code 780 CMR and the Zoning Laws of the City of Cambridge.)

Application and Plans Accepted By: _____ Bin _____ Date _____

Zoning Approved By: _____ Date _____

Plan Review Approved By: _____ Date _____ AAB Review by: _____ Date _____

Permit Approved/Granted By: _____ Date _____

Inspection Record

Final Inspection Made
 Date _____ By: _____

Certified Foundation Plan submitted: Yes ___ No ___	Certificate of Occupancy issued: Yes ___ No ___
Final Cost Affidavit: Yes ___ No ___	General Contractor Final Affidavit: Yes ___ No ___
Architect Final Affidavit: Yes ___ No ___	Structural Engineer Final Affidavit: Yes ___ No ___
Final as-built drawings submitted in digital format? Yes ___ No ___	