

Warning

IF YOU ARE APPLYING FOR A BUILDING PERMIT AS A
HOMEOWNER

- You are now personally responsible for all work on this project.
- You are responsible to see that all work meets the Mass. Bldg. Codes.
- You must supervise all work.
- You must call the Bldg. Dept. to schedule all required inspections.
- You have waived all rights to the Mass. Guaranty Fund.
- You are the General Contractor of the project and a court of law will view you as such if you are sued, or if you should have the need to sue another party.
- Your subcontractors may lien your property.
- Any worker injured on your project may sue you if you do not carry Workmen's Compensation Insurance.
- Failure to carry Workmen's Compensation insurance may results in criminal penalties, i.e. fines and/or imprisonment.

This warning has been assembled because we have found that a majority of those citizens who sign the Homeowner's Exemption Form are not aware of the responsibilities that go along with assuming the construction responsibilities.

Massachusetts General Laws chapter 152 section 25 requires all employers to provide workers' Compensation for their employees. As quoted from the "law", an employee is defined as every person in service of another under contract of hire; 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 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.

I have read and understand the above information.

Signature: _____

Date _____

Town of Winchendon



Building Department

978-297-3537

**109 Front Street, Department 6
Winchendon, Massachusetts 01475**

Building a new home/structure/addition on your property? Here is what you'll need:

1. Completed Building permit application:
 - a. Tax collector and assessor sign offs
 - b. Complete contractor information- including, license, certificate of liability insurance, and workers comp (if applicable)
 - c. If you are a homeowner hiring your own contractors you must sign fill out the Affidavit
 - d. Signed contract if the project is over \$1,000
 - e. Detailed plans of what is being built
 - f. Check/money order/bank check
2. Conservation Site inspection form
3. A plot plan showing where the structure is located on your property, with all setbacks and wetland buffers clearly marked
4. Have the property staked out as to where on your property this is being built
5. Once a sight inspection is performed by the Building Commissioner and Conservation Agent you will be notified if there are any questions.

New Homes: all of the above is needed plus,

1. A street number will not be assigned unless there is a completed/approved building permit application
2. The Building permit requires 2 sets of plans accompany the permit (one of which is the signed off copy from the fire dept.)
3. If the property has been subdivided, we must have proof of the recorded ANR
4. A driveway permit with a dig safe number must be obtained by the Department of Public Works
5. The driveway permit must be signed off by Conservation and the Dept. of Public Works after street number is assigned
6. If town/water and sewer notify the Department of Public Works for tie in
7. The Fire Department needs to sign both the building permit and the house plans verifying the location of the smoke/carbon monoxide detectors
8. There must be a well installed on the property prior to issuance of the building permit. The well driller's report and water quality test must be provided to the Board of Health

9. The Board of Health must sign off on the approved septic plans.
10. Conservation must sign off on permit

If the property built does not meet the Town of Winchendon Zoning Bylaws, your permit will be denied, a letter written and you may present your appeal to the Zoning Board of Appeals for review.

If the proposed renovation/new dwelling requires a Special Permit, your permit will be denied, a letter written and you may present your plans to the Planning Board.

If the structure being built falls within the 100' wetland buffer zone, you have the right to file an Order of Conditions to be heard by the ConsCom for review.

Home Renovations:

1. Completed Building permit application
 - a. Tax collector and assessor sign offs
 - b. Complete contractor information- including, license, certificate of liability insurance, and workers comp (if applicable)
 - c. Signed contract if the repairs are over \$1,000
 - d. Detailed plans of what is being built/renovated

Electrical/Plumbing Permits:

1. Completed Applicable application:
 - a. Complete contractor information- including, license, certificate of liability insurance, and workers comp (if applicable)

Wood Stove/Pellet Stove:

1. Completed application:
 - a. Complete contractor information- including, license, certificate of liability insurance, and workers comp (if applicable)

There will be no permits issued unless all sign-offs are completed and required information is provided to the Building Department.