

**Town of Southborough Building Department**  
9 Cordaville Road, Southborough, MA 01772  
(508) 485-0717

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**Building Permit Application**  
**\*PLEASE PRINT LEGIBLY\***

Job Address: \_\_\_\_\_ Submittal Date: \_\_\_\_\_

Existing Use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

Description of work:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Estimated Value of Work: \_\_\_\_\_

Structure: \_\_\_\_\_ Plumb: \_\_\_\_\_ Wire: \_\_\_\_\_ HVAC: \_\_\_\_\_

\* Subject to Final Cost Affidavit\*

Property Owner: \_\_\_\_\_ Are you a Lessee? \_\_\_\_\_

Address: \_\_\_\_\_ Phone №: \_\_\_\_\_

\_\_\_\_\_ Zip Code: \_\_\_\_\_ Email: \_\_\_\_\_

Construction Supervisor: \_\_\_\_\_ Cell №: \_\_\_\_\_

Address: \_\_\_\_\_ Phone №: \_\_\_\_\_

\_\_\_\_\_ Zip Code: \_\_\_\_\_ Email: \_\_\_\_\_

CSL №: \_\_\_\_\_ Type: \_\_\_\_\_ Expiration: \_\_\_\_\_

H.I.C. Reg.№: \_\_\_\_\_ Expiration: \_\_\_\_\_

Architect/Engineer: \_\_\_\_\_ Cell №: \_\_\_\_\_

Address: \_\_\_\_\_ Phone №: \_\_\_\_\_

\_\_\_\_\_ Zip Code: \_\_\_\_\_ Email: \_\_\_\_\_

Debris Disposal Facility: \_\_\_\_\_

DIGSAFE Case № \_\_\_\_\_

*“By signing this application I do hereby certify that I am the owner of record of the above captioned property and I have authorized the work described in this application. I hereby authorize the people named in this application to act as my agents in matters concerning this described work. I hereby certify under the pains and penalties of perjury that all statements made herein are true and accurate.”*

Property Owner’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner’s Name (please print) \_\_\_\_\_

(Need owner’s signature or signed contract)

Agent/Const. Super. Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Agent/Const. Super. Name (please print) \_\_\_\_\_

## Departmental Approvals (if required)

Fire Dept.: \_\_\_\_\_ Date: \_\_\_\_\_  
DPW/Engineering: \_\_\_\_\_ Date: \_\_\_\_\_  
Conservation Commission: \_\_\_\_\_ Date: \_\_\_\_\_  
Health: \_\_\_\_\_ Date: \_\_\_\_\_  
Planning: \_\_\_\_\_ Date: \_\_\_\_\_  
Historic Preservation: \_\_\_\_\_ Date: \_\_\_\_\_

TYPE OF IMPROVEMENT:  
New Building  
Addition  
Alteration  
Repair, Replacement  
Demolition  
Swimming Pool  
Sign  
Kitchen  
Bath  
Roofing/Siding  
Other (specify)

PROPOSED USE:  
Single Family  
Multi-Family  
No of Units  
Hotel, Motel, Dorm.  
No of Units:  
Garage  
Porch, Deck  
Accessory Building  
Recreation  
Other (specify)

NON-RESIDENTIAL USE:  
Amusement, Recreation  
Temple, Church, Religious  
Industrial  
Theater, Assembly  
Service Station, Repair Garage  
Hospital, Institutional  
Office, Bank, Professional  
Restaurant  
Library, Other Educational  
Stores, Mercantile  
Other (specify)

Estimated Value: \_\_\_\_\_  
Tech Fee: \_\_\_\_\_  
Permit Fee: \_\_\_\_\_

### Building Department Use Only:

Zoning District: \_\_\_\_\_ F.A.R.: \_\_\_\_\_ Complies? \_\_\_\_\_

Construction Type: \_\_\_\_\_ Use Code: \_\_\_\_\_

ZBA Case №: \_\_\_\_\_ Flood Zone: \_\_\_\_\_

<u>Existing Setbacks:</u>	<u>Front:</u>	<u>Side L:</u>	<u>Side R:</u>	<u>Rear:</u>
<u>Proposed Setbacks:</u>	<u>Front:</u>	<u>Side L:</u>	<u>Side R:</u>	<u>Rear:</u>
<u>Required Setbacks:</u>	<u>Front:</u>	<u>Side L:</u>	<u>Side R:</u>	<u>Rear:</u>

Approval/Denial by: \_\_\_\_\_ Date: \_\_\_\_\_ Permit No.: \_\_\_\_\_