



INSPECTIONAL SERVICE DEPARTMENT

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CONSTRUCTION LICENSE EXEMPTION FORM FOR HOMEOWNER (S)

NOTE: PERSONS CONTRACTING WITH UNREGISTERED CONTRACTORS DO NOT HAVE ACCESS TO THE GUARANTY FUND, PLEASE SEE HANDOUT AT INFORMATION CENTER FOR DETAILS.

Please print.

Date: _____

JOB LOCATION: _____
Number Street Address

HOMEOWNER: _____
Name Home Phone Work Phone

PRESENT MAILING ADDRESS: _____
Number Street Address

City/Town State Zip Code

The exemption for the "homeowners" includes owner-occupied dwellings of two units or less and allows such Homeowners to engage an individual for hire who does not possess a license, provided that the owner acts as a Supervisor (State Building Code Section 108.3.5.1).

DEFINITION OF A HOMEOWNER:

Person(s) who owns a parcel of land on which he/she resides or intends to reside, on which there is, or is Intended to be, a one or two family dwelling, attached or detached structures accessory to such use and/or farm Structures. A person who constructs more than one home in a two-year period shall not be considered a homeowner. Such homeowner shall submit to the Inspectional Services Department on a form acceptable to the Building Official, that he/she shall be responsible for all such work performed under the building permit (Section 108.3.5.1).

THE UNDERSIGNED "HOMEOWNER" ASSUMES FULL RESPONSIBILITY FOR COMPLIANCE WITH THE STATE BUILDING CODE, OTHER APPLICABLE CODES, ORDINANCES, REGULATIONS, AND THE TOWN OF WINTHROP INSPECTIONAL SERVICES DEPARTMENT MINIMUM INSPECTION PROCEDURES AND REQUIREMENTS, AND THAT HE/SHE WILL COMPLY WITH SAID PROCEDURES AND REQUIREMENTS, AS NOTED ON THE BUILDING CARD.

HOMEOWNER'S SIGNATURE _____

APPROVAL OF BUILDING OFFICIAL _____

*Strict code enforcement makes the town safe
Before buying, renting or leasing check zoning*

1. Section 108.3.5.1 of the State Building Code, Sixth Edition (780 CMR) requires the licensing of construction supervisors involved in construction, reconstruction, alterations, repair, removal or demolition involving structural elements of a building.
2. Section 108.3.5.1 of the State Building Code provides an exception for homeowners doing work on their owner-occupied dwellings of two units or less, allowing the homeowner to engage a person who does not have a license. In these cases, however, the owner must act as a supervisor.
3. The Inspectional Services Department, in accord with the Code, does hereby waive the requirement as indicated in Number 2 above, provided that:
 - A. The homeowner submits to the department at the time of application a certification showing the owner accepts the waiver with the full knowledge that the owner shall be responsible for all such work performed as described in the building permit.
 - B. The form for this certification is attached. Only this form will be accepted and must be fully completed and signed with countersignature of the responsible building official.
4. In order to clarify the administration of such waivers, homeowner is defined as follows:
 - A. A person or persons who owns a parcel of land on which he or she resides or intends to reside, and on which there is, or is intended to be, dwelling of two units or less and attached or detached structure accessory to such use.
 - B. A person or persons who constructs more than one home in a two-year period shall not be considered a homeowner.
5. It is expressly understood that any homeowner, in receiving the exemption as herein before described, shall assume all responsibility and be liable for the compliance of the building with the State Building Code, all other applicable codes and city ordinances, and shall operate consistent with the established minimum inspection procedures and requirements of the Inspectional Services Department.
6. The granting of the exemptions under this Bulletin does not imply or authorize similar waivers for electrical, plumbing or gas installations. Persons who are engaged in these installations must still have the proper license and make application for the proper permits.

(See homeowner responsibility acknowledgement other side.)