

**780 CMR 120.P**

**STANDARD FORMS AND APPLICATIONS**

(Note: These forms are unique to Massachusetts)

- State Building Code Appeals Board Application Form
- State Building Code - Code Amendment Proposal Form
- Construction Materials Safety Board Application for Approval
- State Building Code Sample Building Permit Form for One- and Two-family Dwellings
- Standard Checklist for Single- and Two-family Dwellings
- Consumer Information Form
- **ENERGY CONSERVATION MANDATORY CHECKLIST  
FOR NEW CONSTRUCTION (OTHER THAN LOW-RISE  
RESIDENTIAL)**



## *The Commonwealth of Massachusetts*

**Department of Public Safety  
Board of Building Regulations and Standards  
One Ashburton Place, Room 1301  
Boston, Massachusetts 02108-1618**

Phone (617) 727-7532

Fax (617) 227-1754

### **STATE BUILDING CODE APPEALS**

#### **FILING INSTRUCTIONS**

**Appeals are held pursuant to 801 CMR 1.02 Informal/Fair Hearing Rules**

**BBSR-FORMS-APPEAL APPLICATION 2005**

Procedures outlined on the following pages shall be followed when filing an application to appear before the Board of Building Regulations and Standards' (BBSR) Building Code Appeals Board. The Appeals Board is comprised of any three members of the BBSR. Appeals hearings are convened twice each month, generally on the first Thursday and fourth Tuesday of the month. Applications are processed on a first come, first served basis. Typically, it takes 30 to 90 days from receipt of an application to be scheduled for a hearing. Please visit our website at [www.mass.gov/dps](http://www.mass.gov/dps) (Under "The Board of Building Regulations and Standards") for exact hearings dates and additional information about filing an appeal.

Please note that appeals hearings are intended to afford aggrieved parties with the opportunity to seek relief from the provisions of the *State Building Code* in the form of a variance or interpretation of the applicability of a particular code section. Appeals Board members are not allowed to waive code requirements in their entirety, but may consider alternative methods of complying with the intent of the code. Appeals Board members are not arbiters; rather they are professional persons representing a cross section of the building design, construction and regulatory industries who are educated in code matters. Board members will judge testimony and materials presented at a hearing based on technical merits in relation to code requirements. Appeals Board members do not have any authority to rule on zoning issues (land use issues).

Zoning requirements differ in each community. Therefore, appeals relating to land use should be directed to the Zoning Appeals Board in the city or town in which the property is located.

In order to assist with understanding the process, we have provided answers to *Frequently Asked Questions* relative to appeals procedures below.

#### **Frequently Asked Questions About the Appeals Process**

**Question:** What is the overall intent of the code?

**Answer:** The building code sets minimum standards for the design and construction of all buildings and structures in the commonwealth. The intent is to ensure that all citizens are afforded a consistent level of safety in all buildings in which they visit, live or work. A code user may choose to exceed requirements of the code, but may not design or construct to a lesser standard.

**Question:** What if I am not able to abide by the provisions of the code verbatim, are appeals procedures available?

**Answer:** The BBRS maintains an active Building Code Appeals Board which meets at least twice each month. In order to file an appeal with the State Board, a notice of violation must first be issued by the municipal or state building official charged with the enforcement of the code. This notice identifies the subject matter to be addressed at the appeal.

Once an appeal application is stamped as received by the BBRS, a stay of proceedings is enacted. This stay prevents a building official from taking further action with regard to the subject of the appeal. Also, it allows the applicant to continue to work on the project. However, please be aware that the work is continued at the applicant's risk. A stay of proceedings may not be applicable if an inspector has issued a *stop work order*.

Among other things, Appeals Board members may allow variances to provisions of the code or may offer interpretations to clarify disputes relative to a code provision. However, it is not the intent to simply waive code provisions in disregard of the public safety intent. Therefore, an applicant must demonstrate first a need for variance (if this is the intended relief) and then identify how he/she will achieve a comparable level of safety for building occupants. An applicant should always keep in mind that the code is a public safety document and that arguments relating to an appeal case should focus on issues of safety and compliance with the intent of the code; arguments should not focus on monetary savings for a project, at least not entirely.

Generally, it takes about 30 to 90 days after receipt of an application for a case to be heard. Although most cases are decided on the day of the hearing. Board members have 30 days following the hearing to issue a written decision. Technically, the decision is not finalized until the written decision is issued. Depending on complexity, cases may at times be continued and/or taken under advisement for determination at a later date.

If an appellant or other party is aggrieved by the Board's determination, he/she may request a reconsideration of the decision. Reconsideration requests must be filed in writing within ten days of receiving the written decision. It is important to note that a reconsideration may only be considered on the basis of *new evidence*. Reconsiderations are not intended simply as a second chance to review the case. Reconsiderations are reserved for those rare instances where all facts relating to a matter may, for reason or other, not have been suitably brought forward and examined during the hearing. Reconsideration requests are required to be reviewed by Board members who originally heard the case. If a majority of Board members agree that new evidence exists, a new hearing will be scheduled. Otherwise, aggrieved parties may appeal a decision of the Board to a court of law.

Appeals procedures follow the informal/fair hearings procedures as defined in 801 CMR 1.02. Interested parties may retrieve this document by visiting [www.state.ma.us/dala/801cmr.htm](http://www.state.ma.us/dala/801cmr.htm).

**Question:** Are there other reasons for filing an appeal?

**Answer:** An appeal may also be filed for a building official's *failure to act* on a matter. The code allows a period of 30 days for a building official to review and act on an application for permit. Technically, if a response is not received within this period an appeal may be filed on the 31<sup>st</sup> day. However, such quick action is not recommended. Like most people, building officials can get behind on their workload. If the 30 day period passes without a response, call the building official, documenting the day and time, to see if a response is forthcoming. If a response is not received via phone, try corresponding in writing, by certified mail if so desired. If these methods fail, an appeal may be filed to address the issue of the inspector's failure to act.

**Procedures for Filing An Appeals Application**

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**Please follow the instructions below when completing an Appeals Application.**

1. Unless filing for a *failure to act*, the appellant must be in receipt of a denial letter from the municipal or state building official as required in Chapter 1 of the State Building Code. An appeal must be filed *within 45 days* of the date of the letter of denial. An appeal may be filed either with the local *Building Code Appeals Board*, if one has been established, or directly with the State Building Code Appeals Board. Also, an appellant may file an appeal relative to a building official's *failure to act* on his/her permit application as provided for in Chapter 1 of the State Building Code (A letter of denial is not required when filing for *failure to act*).

2. Two documents are required to be completed by the appellant or his/her representative when filing an appeal. (Each is part of this document.)

the *Appeal Application Form* (3 pages)  
and the *Service Notice* (1 page).

The *Service Notice*, which gives notice to the building official that an appeal is being filed, should include the date appearing and the name and address of the building official under the section titled, "PERSON/AGENCY SERVED". The *Method of Service* should list one of the following procedures as set forth in Chapter I of the State Building Code for serving notice to the appropriate building inspector.

- A. Personally; or
- B. Registered or Certified Mail, return receipt requested; or
- C. By any person authorized to serve civil process.

The *Date of Service* is the date when a copy of the appeal is delivered or mailed to the building official or other party entitled on the application.

The *Service Notice* must be signed by the appellant or his/her representative and the signature must be notarized.

The *Appeal Application Form* (2 pages) **must be completed in total**. The application will be reviewed for completeness prior to a hearing being scheduled. Applications determined to be incomplete will be returned to the applicant for correction. Questions relating to completing the application should be directed to your local building department or this office. Questions relating to the process may be directed to the Appeals Board Hearings Coordinator at (617) 727-3200, extension 25209.

3. *One* complete copy of the appeal filing, including the *original Service Notice*, must be delivered to the noted Building Official or the official entitled. *Four* complete copies of the appeal filing, including the original plus three copies of the *Appeal Application form*, *four* copies of the *Service Notice* and *four* copies of the denial letter, together with a check for **\$150.00** (filing fee) payable to the Commonwealth of Massachusetts must be submitted to this office, if the appeal is made directly to the State Building Code Appeals Board. (Fee requirements for filing before a local Building Code Appeals Board may differ from the fees prescribed for submission to the State Building Code Appeals Board. Please check with municipal building official for these fees.).

**ALL CASES WILL BE HEARD ON THE SCHEDULED DATE. POSTPONEMENTS MAY ONLY BE CONSIDERED IN EXTREME SITUATIONS WHERE SUFFICIENT NOTICE HAS BEEN PROVIDED.**



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Phone (617) 727-7532  
Fax (617) 227-1754**

**STATE BUILDING CODE APPEAL APPLICATION FORM**

DOCKET NUMBER (State Use Only)		DATE	
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The undersigned hereby appeals to the State Board of Building Regulations and Standards from the decision of the following person. (Please fill-in the name of the appropriate municipal or state building inspector or other authority. Also indicate if this is a request for a *hearing de novo* (new hearing) relative to a decision of a municipal appeals board.)

Building Official from the City/Town of:	
Board of Appeals from the City/Town of: (Request for <i>hearing de novo</i> )	
State Building Official:	
Other:	

Please mark the appropriate box indicating the requested action to be considered by the Appeals Board members. (More than one box may be marked.)

Variance		Order		Direction	
Interpretation		Failure to Act		Other	
<b>STATE USE ONLY</b>					
Fee Received					
Check Number					
Received By					

*(This section must be completed or the application will be returned.)*

Has the building or structure been the subject of an appeal by this or any other appeals board previous to this filing?

No ☐ Yes ☐ If yes, please indicate the date of the previous appeal, whether the matter was heard before a local or state appeals board, the code section that was at issue, and the specifications of the decision (i.e. a variance was granted/not granted).

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THE MASSACHUSETTS STATE BUILDING CODE

Please take care to submit all *written* supporting documentation with this application to allow time for review. However, Board members reserve the right to continue proceedings if such material warrant extensive review.

Please provide a brief description of the desired relief below. Additional information may be attached if space is not sufficient. *All appropriate code sections that are subject to appeal must be identified in the description.*

Please complete the following section completely and accurately.

Name of Appellant:		Representing:	
Address for Service:			
Telephone Number:		Fax Number:	
Address of Subject Property (if different from service address):			
What is appellant's connection to subject property?			

Signature of Appellant and/or Representative

Please print name legibly

<p>Please return applications to: Program Manager, Board of Appeals Board of Building Regulations and Standards - One Ashburton Place, Boston, MA 1301 Boston, MA 02108-2618</p>
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**DESCRIPTION OF BUILDING OR STRUCTURE RELATIVE TO THE MASSACHUSETTS STATE BUILDING CODE (780 CMR 7th EDITION). (Check as appropriate)**

Do not complete the tables below for one and two family dwellings. Proceed to section entitled "Brief Description of the proposed Work".

**DESCRIPTION OF PROPOSED WORK (check all applicable)**

New Construction	Existing Building	Repair(s)	Alteration(s)	Addition
Accessory Bldg.	Demolition	Other Specify: _____		

Brief Description of Proposed Work:

**USE GROUP AND CONSTRUCTION TYPE**

USE GROUP (Circle appropriate Use Group)				CONSTRUCTION TYPE	
A Assembly	A-1	A-2	A-3	1A	
	A-4	A-5		1B	
B Business				2A	
E Educational				2B	
F Factory	F-1	F-2		2C	
H High Hazard				3A	
I Institutional	I-1	I-2	I-3	3B	
M Mercantile				4	
R Residential	R-1	R-2	R-3	5A	
S Storage	S-1	S-2		5B	
U Utility	Specify: _____				
M Mixed Use	Specify: _____				
S Special Use	Specify: _____				

**COMPLETE THIS SECTION IF EXISTING BUILDING UNDERGOING RENOVATIONS, ADDITIONS AND/OR CHANGE IN USE**

Existing Use Group: _____	Proposed Use Group: _____
Existing Hazard Index (780 CMR 34): _____	Proposed Hazard Index (780 CMR 34): _____

**BUILDING HEIGHT AND AREA**

BUILDING AREA	Existing (if applicable)	Proposed
Number of Floors or stories include basement levels		
Floor Area per Floor (sf)		
Total Area (sf)		
Total Height (ft)		

Brief Description of the Proposed Work:

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THE MASSACHUSETTS STATE BUILDING CODE

**STATE BUILDING CODE APPEALS BOARD**  
**Service Notice**

I, \_\_\_\_\_, as \_\_\_\_\_ for the

Appellant/Petitioner \_\_\_\_\_ in an appeal filed with the

State Building Code Appeals Board on \_\_\_\_\_, 20\_\_\_\_\_

HEREBY SWEAR UNDER THE PAINS AND PENALTIES OF PERJURY THAT IN ACCORDANCE WITH THE PROCEDURES ADOPTED BY THE STATE BOARD OF BUILDING REGULATIONS AND STANDARDS AND SECTION 122.3.1 OF THE STATE BUILDING CODE, I SERVED OR CAUSED TO BE SERVED, A COPY OF THIS APPEAL APPLICATION ON THE FOLLOWING PERSON(S) IN THE FOLLOWING MANNER:

NAME AND ADDRESS OF PERSON OR AGENCY SERVED		METHOD OF SERVICE	DATE OF SERVICE
1			
2			
3			

Signature: Appellant/Petitioner \_\_\_\_\_

On the \_\_\_\_\_ Day of \_\_\_\_\_ 20\_\_\_\_\_, PERSONALLY APPEARED

BEFORE ME THE ABOVE NAMED \_\_\_\_\_  
(Type or Print the Name of the Appellant)

AND ACKNOWLEDGED AND SWORE THE ABOVE STATEMENTS TO BE TRUE.

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
MY COMMISSION EXPIRES





**Commonwealth of Massachusetts**  
**Construction Materials Safety Board (CMSB)**  
**Application for Approval**

This form shall be used to apply to the Construction Materials Safety Board for approval of a product, material or methodology, which is not specifically defined by the Massachusetts State Building Code.

**Application Number:** \_\_\_\_\_ **Date of Application** \_\_\_\_\_  
(State Use Only)

**1.0 Company Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Telephone No.:** \_\_\_\_\_  
**E-mail Address:** \_\_\_\_\_  
**Contact Person and Title:** \_\_\_\_\_

**2.0 Name of product/material/methodology**  
(For products and/or materials, provide all model numbers, types, sizes, etc., for which  
Massachusetts approval is sought.)

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

**3.0 Description and intended use of product/material/methodology**

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

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THE MASSACHUSETTS STATE BUILDING CODE

- 4.0 If possible, identify section(s) of the Massachusetts State Building Code for which product/material/methodology approval is sought.

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- 5.0 Information required for "end-user" of product/material/methodology (include any structural egress, fire safety, light or ventilation, energy conservation or other requirements and any limitations).

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- 6.0 Instructions to building officials required to approve plans and inspect construction sites where applicable products/materials/methodology are utilized.

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- 7.0 National Model Building Code Research Report Number(s) in force, if any (append actual reports to this application).

<u>ORGANIZATION</u>	<u>EVALUATION REPORT NO.</u>	<u>EVALUATION REPORT ISSUE DATE</u>
<u>BOCA</u>	<hr/>	<hr/>
<u>ICBO</u>	<hr/>	<hr/>
<u>SBCCI</u>	<hr/>	<hr/>
<u>CABO</u>	<hr/>	<hr/>
<u>ICC</u>	<hr/>	<hr/>
<u>OTHER</u>	<hr/>	<hr/>

8.0 Testing Laboratory Test Reports, if any (append actual reports to this application).

<u>ORGANIZATION</u>	<u>TEST REPORT NO.</u>	<u>TEST REPORT ISSUE DATE</u>
<u>F.M.</u>	_____	_____
<u>N.L.</u>	_____	_____
<u>W.H.</u>	_____	_____
<u>OTHER</u>	_____	_____

9.0 Current State/County/Municipality Approvals

<u>JURISDICTION</u>	<u>APPROVAL NUMBER</u>	<u>APPROVAL DATE</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

10.0 Description and inclusion of technical information submitted to support request for approval (append actual technical information to this application)

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

11.0 Description and inclusion of technical information submitted to support request for approval (append actual technical information to this application).

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

12.0

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
PRINT OR TYPE AUTHORIZED NAME HERE

TITLE:

SUBMISSION DATE:

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

**780 CMR: STATE BOARD OF BUILDING REGULATIONS AND STANDARDS  
THE MASSACHUSETTS STATE BUILDING CODE**

<b>The Commonwealth of Massachusetts</b> <b>State Board of Building Regulations and Standards</b> <b>Massachusetts State Building Code</b> <b>For One- and Two-family Dwellings</b>		FOR MUNICIPALITY USE																		
<b>APPLICATION TO CONSTRUCT, REPAIR, RENOVATE OR DEMOLISH A ONE OR TWO FAMILY DWELLING</b>																				
<b>This Section For Official Use Only</b>																				
Building Permit Number: _____		Date Issued: _____																		
Signature: _____ Building Commissioner/Inspector of Buildings		Date: _____																		
<b>SECTION 1 - SITE INFORMATION</b>																				
<b>1.1 Property Address</b> _____ _____		<b>1.2 Assessors Map &amp; Parcel Number:</b> _____ Map Number _____ Parcel Number _____																		
<b>1.3 Zoning Information:</b> Zoning District _____ Proposed Use _____		<b>1.4 Property Dimensions</b> Lot Area (sf) _____ Frontage (ft) _____																		
<b>1.5 Building Setbacks (ft)</b>																				
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center;">Front Yard</th> <th colspan="2" style="text-align: center;">Side Yards</th> <th colspan="2" style="text-align: center;">Rear Yard</th> </tr> <tr> <td style="text-align: center;">Required</td> <td style="text-align: center;">Provided</td> <td style="text-align: center;">Required</td> <td style="text-align: center;">Provided</td> <td style="text-align: center;">Required</td> <td style="text-align: center;">Provided</td> </tr> <tr> <td style="text-align: center;"> </td> <td style="text-align: center;"> </td> <td style="text-align: center;">/</td> <td style="text-align: center;">/</td> <td style="text-align: center;"> </td> <td style="text-align: center;"> </td> </tr> </table>		Front Yard		Side Yards		Rear Yard		Required	Provided	Required	Provided	Required	Provided			/	/			<b>1.6 Water Supply (M.G.L. c. 40, § 5A)</b> Public <input type="checkbox"/> Private <input type="checkbox"/>
Front Yard		Side Yards		Rear Yard																
Required	Provided	Required	Provided	Required	Provided															
		/	/																	
<b>1.7 Flood Zone Information:</b> Zone: _____ Outside Flood Zone <input type="checkbox"/>		<b>1.8 Sewage Disposal System:</b> Municipal <input type="checkbox"/> On site disposal system <input type="checkbox"/>																		
<b>SECTION 2 - PROPERTY OWNERSHIP/AUTHORIZED AGENT</b>																				
<b>2.1 Owner of Record:</b>																				
Name (Print) _____		Address for Service: _____																		
Signature _____ Telephone _____		_____																		
<b>2.2 Authorized Agent:</b>																				
Name (Print) _____		Address for Service: _____																		
Signature _____ Telephone _____		_____																		
<b>SECTION 3 - CONSTRUCTION SERVICES</b>																				
<b>3.1 Licensed Construction Supervisor:</b>		Not Applicable <input type="checkbox"/>																		
Licensed Construction Supervisor: _____		License Number _____																		
Address _____		Expiration Date _____																		
Signature _____ Telephone _____		_____																		
<b>3.2 Registered Home Improvement Contractor:</b>		Not Applicable <input type="checkbox"/>																		
Company Name _____		Registration Number _____																		
Address _____		Expiration Date _____																		
Signature _____ Telephone _____		_____																		

<b>Construction Checklist</b> Single- & Two Family Dwellings		
<p>If required by the building official, this form shall be submitted at the completion of the work, prior to the issuance of a certificate of occupancy or completion, by the licensed construction supervisor, registered professional or homeowner (responsible party), as applicable, the municipal and/or state building official in verification that, to the best of his/her knowledge, the work has been executed in accordance with the provisions of the applicable state building code (code) and reference standards. The date shall indicate the date on which the responsible party viewed the building activity to ensure compliance with the code and/or reference standards. This date may or may not correspond to the date on which the activity was inspected for compliance by the municipal and/or state building official.</p>		
Activity	Date	Note any deficiencies that were discovered (if any) and corrective action taken to ensure compliance with the code and/or reference standards
<b>Foundation</b>		
a. Location/excavation <sup>1</sup>		
b. Preparation of bearing soil		
c. Placement of forms/reinforcing		
d. Placement of Concrete		
e. Setting weather protection methods		
f. Installation of water/dampproofing		
g. Placement of backfill		
<b>Structural Frame<sup>2</sup></b>		
a. Floor		
b. Walls		
c. Roof/ceilings		
d. Masonry or other structural system		
<b>Energy Conservation</b>		
a. Insulation/vapor and air infiltration barriers		
b. NFRC rated window		
c. HVAC equipment with proper efficiencies		
<b>Fire Protection</b>		
a. Smoke		
b. Heat		
c. Carbon Monoxide		
d. Other		
<b>Special Construction</b>		
a. Chimneys		
b. Retaining Walls		
c. Other <sup>3</sup>		
<p>1. If encountered in excavating for foundation placement, the responsible party shall report the presence of groundwater to the building official and shall submit a report detailing methods of remediation.</p> <p>2. Frame shall include the installation of all joists, trusses and other structural members and sheathing materials to verify size, species and grad, spacing and attachment methods. The responsible party shall ensure that any cutting or notching of structural members is performed in accordance with the requirements of this code.</p> <p>3. The building official may require the responsible party to be present on site at other points during the construction, reconstruction, alteration, removal or demolition work as he/she deems appropriate.</p>		

[illegible]



## CONSUMER INFORMATION FORM - "SUNROOMS"

### Massachusetts State Building Code (780 CMR 6101.3.2.2)

The Massachusetts State Building Code (780 CMR) includes provisions to ensure that houses and house additions meet energy efficiency standards. This supplemental CONSUMER INFORMATION FORM is to be filed as part of the building permit application when a builder/contractor or homeowner, constructing/installing a house addition with very large percentage of glass to opaque wall, seeks to utilize a special energy conservation exemption option for "sunroom" additions to an existing house (780 CMR, 6101.3.2.2). This FORM is not intended to prevent a homeowner from selecting a "sunroom" of any size, configuration, orientation, form of construction or percent glazing, but rather is only intended to assist homeowners in becoming aware of some of the important energy conservation and year-round comfort considerations involved in selecting and utilizing a "sunroom" addition.

The connection of "sunroom" structures to residential buildings may create comfort and energy consumption issues due to uncontrolled solar gain or uncontrolled radiation cooling of the main house. In the selection and construction/installation of "sunrooms", included below is a non-required, open-ended list of product and design considerations that a homeowner may wish to consider before actually constructing/installing a "sunroom". It is recommended that consumers carefully review these options with their designer, builder, or contractor, in order to minimize potential energy consumption and/or house discomfort issues. In addition, the qualifications and reputation of the company or individuals to be hired are important considerations.

#### **PRODUCT AND DESIGN CONSIDERATIONS RELATED TO "SUNROOMS"**

- Solar Orientation and Natural Shading
- Type of Glazing
  - Insulating value
  - Solar heat gain
  - Frame materials
  - Glazing to frame sealing and gasketing materials/ seal durability and/or weather tightness of the sunroom
- Adequate ventilation - Operable windows and fans
- Applied Shading Systems
- Insulation level in floors, walls, and ceilings
- Possible Sunroom isolation from the main house via a wall and/or door or slider
- Heating and Cooling Methods: Efficiency, Zoning and Controls

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#### **Homeowner Acknowledgment**

The Massachusetts State Building Code, 780 CMR 6101.3.2.2, requires that the actual property owner (not the owner's agent or representative) acknowledge receipt of this CONSUMER INFORMATION FORM prior to issuance of a Building Permit for a project that includes "sunroom" additions to an existing residential building. In accordance with this requirement, the undersigned hereby acknowledges that she/he has read the information in this document concerning sunroom comfort and energy conservation.

\_\_\_\_\_  
Signature of Actual Building Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Address of Permitted Project

\_\_\_\_\_  
Owner Address (if different than project location)

\_\_\_\_\_  
Owner's telephone number

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THE MASSACHUSETTS STATE BUILDING CODE

NON-TEXT PAGE



780 CMR: STATE BOARD OF BUILDING REGULATIONS AND STANDARDS  
THE MASSACHUSETTS STATE BUILDING CODE

ENERGY CONSERVATION MANDATORY CHECKLIST FOR NEW CONSTRUCTION  
(OTHER THAN LOW-RISE RESIDENTIAL) 780 CMR, 1301.8.1



Owner/Agent Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Owner/Agent Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Project Name: \_\_\_\_\_  
Site Address: \_\_\_\_\_ City/Town: \_\_\_\_\_  
Applicant's Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Applicant's Phone: \_\_\_\_\_ Date of Application: \_\_\_\_\_

**I. Envelope Compliance Option (check ONE)**

- ☐ **Trade-Off** (1304.5) - Attach software Compliance Report (COMcheck-EZ)  
☐ **Appendix J** (1301.2 - For buildings up to 10,000 sf only) - Attach Appendix J compliance documentation  
☐ **Systems Analysis** (1309) - Attach Registered Architect's or Engineer's report  
☐ **Prescriptive** (1304.2) - Complete this section, and attach copy of applicable Table (1304.2.1 through 13.4.2.12)  
Climate Zone (from Table 1303.1) ☐ Zone 12a ☐ Zone 13a ☐ Zone 14a  
a. Gross above-grade wall area \_\_\_\_\_ sq.ft.  
b. Total window & glass door area \_\_\_\_\_ sq.ft.  
c. Glazing % (100 x b÷a) \_\_\_\_\_ % Table # utilized: \_\_\_\_\_

**II. HVAC (check ONE)**

- ☐ Simple Systems & Equipment (1305.2) ☐ Complex Systems & Equipment (1305.3)  
☐ Systems Analysis (1309) - Attach Registered Architect's or Engineer's report

**III. Lighting (check ONE)**

- ☐ Building Area Method (1308.6.2.1)  
☐ Space-by-Space Method (1308.6.2.2) } Attach Compliance Documentation (COMcheck-EZ or other)  
☐ Systems Analysis (1309) - Attach Registered Architect's or Engineer's report

**IV. Approval & Acceptance Construction Documents (1301.8.4.1)**

Attach a narrative report describing the HVAC, Lighting, and Electric Distribution systems, including:

For Official Use ONLY:	
Building Official check off completed sections of report	<input type="checkbox"/> 1. Design Intent
	<input type="checkbox"/> 2. Basis of Design
	<input type="checkbox"/> 3. Sequence of operation / systems interaction
	<input type="checkbox"/> 4. Description of the systems (capacities, etc.)
	<input type="checkbox"/> 5. Testing requirements / criteria acceptance
	<input type="checkbox"/> 6. Requirement for submittal of operation manuals and maintenance manuals
	<input type="checkbox"/> 7. Requirement for submittal of record drawings and control documents

SEVENTH

**This Side For Use by Building Department Only**Official's Name: \_\_\_\_\_ Title: \_\_\_\_\_

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**I. Plans Review**

Date Application Received: \_\_\_\_\_

- ☐ Complete Narrative Report Received (1301.8.4.1)  
☐ Design and Specification Documents prepared by legally recognized professional (1301.8.4.3)

Application is: Approved ☐ Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
Denied ☐ Date: \_\_\_\_\_

Reason(s) for Denial: (provide additional details as needed on separate sheet)

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**II. Acceptance (1301.8.4.4)**

- ☐ Successful system tests witnessed by Building Official, **OR** ☐ satisfactory test report received (check one)  
☐ Certification by Registered Professional (per 780 CMR 116.2) that systems are installed in accordance with construction documents  
☐ Confirmation by owner (or their authorized representative) that they have received record drawings, reviewed for reasonable accuracy  
☐ Confirmation by owner (or their authorized representative) that they have received reports, controls documentation, operations manual(s), maintenance manual(s), and other documents specified in 1301.8.4.1

Building Official's Signature: \_\_\_\_\_

**SEVENTH**