



Document and Information Checklist

This PDF details the Forms (which must be completed and signed) as well other supporting documentation that needs to be attached to your application(s) according to the chart below. Please note that the city reserves the right to request additional documentation as appropriate.

All Building and Miscellaneous Permit Projects listed below should be submitted online using the City of Lowell’s Citizens’ Self Service (CSS) system; Trade Permit Projects can be either submitted online via CSS, in person, or through the mail. Please reach out to our Development Services team via 978-674-4144 if you have questions we can assist you with.

		Information You Will Need to Apply																							
Trade Permit Projects	Apply	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
BLDG: Electrical (COM)	CSS	x	x		x				x																
BLDG: Electrical (RES)	CSS	x	x		x				x																
BLDG: Gas (COM)	CSS	x	x		x				x																
BLDG: Gas (RES)	CSS	x	x		x				x																
BLDG: Mechanical/ Sheet Metal (COM)	CSS	x	x		x				x																
BLDG: Mechanical/ Sheet Metal (RES)	CSS	x	x		x				x																
BLDG: Plumbing (COM), NO Backflow	CSS	x	x		x				x																
BLDG: Plumbing (COM), w/Backflow	CSS	x	x		x				x																x
BLDG: Plumbing (RES), NO Backflow	CSS	x	x		x				x																
BLDG: Plumbing (RES), w/Backflow	CSS	x	x		x				x																x
Building Permit Projects	Apply	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
BLDG: Deck/Porch (RES)	CSS	x	x	x		x	x				x	x	x	x	x				x	x					
BLDG: Pool (RES/COM)	CSS	x	x	x		x	x				x	x	x	x					x	x					
BLDG: Roofing (RES/COM)	CSS	x	x	x		x	x				x	x			x										
BLDG: Sign (COM)	CSS	x	x	x			x													x	x				
BLDG: Windows and Doors (RES)	CSS	x	x	x		x	x				x	x			x		x		x						
BLDG: Siding (RES/COM)	CSS	x	x	x		x	x				x	x			x				x						x
BLDG: Solar (COM)	CSS	x	x	x	x	x	x	x				x	x	x											
BLDG: Solar (RES)	CSS	x	x	x	x	x	x	x				x	x	x											
BLDG: Weatherization (RES)	CSS	x	x	x		x	x				x	x			x										
Miscellaneous Permit Projects	Apply	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
BLDG: Change of Use (COM)	CSS	x	x	x			x					x								x					
BLDG: Change of Use (RES)	CSS	x	x	x		x	x				x	x								x					
BLDG: In Home Business Registration (RES)	CSS	x																				x			x
BLDG: Maintain Use (COM)	CSS	x	x				x					x													
BLDG: Maintain Use (RES)	CSS	x	x			x	x				x	x													
BLDG: Vacant/Foreclosing (RES/COM)	CSS	x																							

Documents and/or Information You Will Need for your Application(s)

1. Completed Application

- A completed application should include all of the information necessary to successfully process your request to conduct work. Incomplete applications or failure to attach any required documentation to your application may result in a delay in the processing of your application.
- A completed application should include all contact information, including phone numbers and email addresses, as well as the number of buildings/units you are working in, as applicable.
- Please make sure to watch for emails from donotreply@lowellma.gov, as our system will send you updates about your application using this sender's address. Please note that this is an unmonitored mailbox - please do NOT reply to these system generated emails directly.

2. Workers' Compensation Insurance Affidavit *Upload this form into the application*

- A completed and signed Commonwealth of Massachusetts Workers' Compensation Insurance Affidavit must be uploaded into the permit application. Massachusetts General Laws chapter 152 requires all employers to provide workers' compensation for their employees, and also states that "...every state or local licensing agency shall withhold the issuance or renewal of a license or permit to operate a business or to construct buildings in the commonwealth for any applicant who has not produced acceptable evidence of compliance with the insurance coverage required."

3. Workers' Compensation Insurance

- Unless you checked off either box #2 (that you have no employees) or box #3 (that you are homeowner doing all of the work yourself) on the Commonwealth of Massachusetts Workers' Compensation Insurance Affidavit, a copy of your Workers' Compensation Insurance must be uploaded into the permit application.

4. Trade License

- A current and valid copy of your Trade License must be uploaded into the permit application.

5. Home Improvement Contractor (HIC) Registration

- A current and valid copy of your HIC Registration must be uploaded into the permit application.

6. Construction Supervisor License (CSL)

- A current and valid copy of your CSL must be uploaded into the permit application.

7. Engineer's Certification Letter

- A current and valid copy of your Engineer's Certification Letter must be uploaded into the permit application.

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8. Liability Insurance

- A current and valid copy of your Liability Insurance must be uploaded into the permit application for all Electrical Permit-related projects.
- All other trades-related projects must indicate the type of Insurance Coverage they have on the application.
- Unless Liability Insurance has been waived by the Owner or Owner's Agent, no permit for the performance of Plumbing/ Gas/ Electrical/ Mechanical (sheet metal) work may be issued unless the licensee has liability insurance including "completed operation" coverage or its substantial equivalent.

9. Owner's Insurance Waiver Form *Upload this form into the application*

- Either the Owner or the Owner's Agent may upload an Owner's Insurance Waiver Form into the permit application to waive the requirement that the Licensee have Liability Insurance coverage normally required by law.
- This only applies to trades-related projects.

10. Homeowner Exemption Form *Upload this form into the application*

- A completed and signed Homeowner Exemption Form must be uploaded into the permit application if the homeowner is the applicant for a Building Permit Project.

11. Contract for Services

- A fully executed Contract for Services, signed by the contractor and the homeowner must be uploaded into the permit application if the contractor is the applicant and the project cost is greater to or equal to \$1,000.

12. Dig Safe Ticket

- A Dig Safe Ticket # must be entered into the permit application for any groundwork being conducted. Note that in MA, Dig Safe tickets are valid for 30 days, and may be renewed with 72 hours' notice. Please make sure to always have an active ticket for your excavation site!
- Dig Safe is a clearinghouse that notifies participating utility companies of your plans to dig so that they may mark out the location of their underground facilities. This is a free service, available by calling either 811 or 888-DIG-SAFE, or via www.digsafe.com.

13. Construction Drawings

- Construction Drawings (including pool specs, as applicable) must be uploaded into the permit application.
- Please contact the Development Services team if you are uncertain whether plans are required.

14. Solid Waste Disposal Form/ Asbestos Abatement Information Affidavit *Upload this form into the application*

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- A completed and signed Solid Waste Disposal Form/ Asbestos Abatement Information Affidavit must be uploaded into the permit application.
- As a condition of issuing a permit for the construction, demolition, rehabilitation or other alteration of a building or structure, M.G.L. c. 40, § 54, requires that the debris resulting there from shall be disposed in a properly licensed solid waste facility as defined by M.G.L. c. 111, § 150A and 310 CMR 7.15 when applicable.
- For all work to be permitted and controlled by 310 CMR 7.15 in an owner-occupied, single family residence, the owner may claim an exemption re any non-friable Asbestos Abatement work; otherwise, any work not performed by the single family owner shall require notification to the Health Department prior to any asbestos abatement work being performed.

15. Utility Disconnect Form *Upload this form into the application*

- A completed and signed Utility Disconnect Form must be uploaded into the permit application.
- This form is intended to verify that the various utilities with service connections to the buildings/units being demolished have been removed, and that their respective service connections and appurtenant fixtures and equipment have been removed, sealed or capped in a safe manner.

16. Energy Conservation Application Form *Upload this form into the application*

- A copy of the U-Value Specifications for windows must be uploaded into the permit application.

17. Plot Plan or Mortgage Inspection Plan

- A copy of the certified Plot Plan or Mortgage Inspection Plan must be uploaded into the permit application for all attached and detached accessory structures, decks, and pools.

18. Land Board Approvals/ Conditions

- Approvals/ Conditions associated with any Planning, Conservation, ZBA and/or Historic Board reviews associated with this permit must be uploaded into the permit application.

19. Signage Design Plans

- A copy of any plans showing Signage Design Plans for sign projects must be uploaded into the permit application.

20. Home Business Authorization Letter

- A copy of the letter of authorization from the owner of the property (if the applicant is not the owner) and/or from the condominium association (if the Home Business location is within a condominium) must be uploaded into the permit application.

21. Construction Control Affidavit *Upload this form into the application*

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Documents and/or Information You Will Need for your Application(s)

22. Final Cost Affidavit *Upload this form into the application*

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23. Additional Permits As Appropriate

- If the scope of work includes fire suppression or alarm systems, a permit is also required through the Lowell Fire Prevention Bureau who may be reached via 978-459-5554. This is typically for new construction, and residential/ commercial alteration projects of existing buildings.
- If you are applying for Siding, make sure to apply for the appropriate Electrical Permit too, as an Electrical Permit must be issued prior to the release of a Siding Permit.
- If you are applying for an In Home Business Registration, you may also require a Business Certificate through the Office of the City Clerk who may be reached via 978-674-4161.

24. Backflow Prevention Device Design Data Sheet *Upload this form into the application*

- If the scope of plumbing work requires backflow prevention controls, then this form must be completed and submitted PER DEVICE to be installed.
- Each device to be installed requires a separate data sheet to be completed, along with the appropriate cross connection plans per device.
- All cross connection plans must meet the plan submittal requirements as defined on the data sheet.
- The data sheet is only for the approval of the specific backflow prevention device, and is required in advance of approval for the permit.
- No work may be started without a permit.