



Town of Hanover
Department of Public Works
 40 Pond Street
 Hanover, Massachusetts 02339-1693
 Telephone: 781-826-3189 Fax: 781-826-8915
 Email: office@hanoverdpw.org

Victor J. Diniak
 Director of Public Works

Robert Murray, PE
 Facilities Engineering
 Manager

APPLICATION FOR PERMIT TO ACCESS TOWN WAY

To be completed by the Applicant. {See reverse for instructions}

1. Street name and number _____
2. Assessor's Map Number _____ and Lot Number _____
3. Description of property and/or facility of which access is sought _____

4. Description of work to be performed within Town Right of Way _____

5. Dig Safe Number _____

6. **Applicant Information**

Name _____

Mailing Address _____

Telephone Number _____

Insurance Carrier _____

Amount of Liability Coverage _____

Signature _____

Date _____

**** 6. Property Owner**

Name _____

Mailing Address _____

Telephone Number _____

Signature _____

Date _____

****Complete this section only if the individual or business making application is other than the property owner.**

PERMIT FEE: \$50.00

GENERAL INSTRUCTIONS

The Town of Hanover is granted authority to issue Street Access (road opening, curb cuts, pole installation, etc.) permits by M.G.L. Chapter 164, Section 70, 74. Hanover General By-Law #6-23 places the authority for that permitting with the Board of Public Works, acting through the Superintendent of Public Works.

For the purposes of the Town, **access** is defined as:

- (a.) Any physical work performed within the Town Right of Way.
- (b.) Provision for motor vehicles to enter or exit a Town Way.

Before any permit is granted, applicant for permit will be required to provide and include the following:

- 1) Access plans at an appropriate scale which clearly shows all proposed work including:
 - a. Road name and layout
 - b. Property corners and lot lines
 - c. Location and dimensions of proposed work
 - d. Location of existing drives or utilities
- 2) Certificate of Insurance for Liability
- 3) A Dig Safe Number, (which is provided by Dig Safe 1-800-344-7233)
- 4) Assessor's Map Number and Lot Number
- 5) Department of Industrial Accident, Workers' compensation Insurance Affidavit form.
- 6) Check for \$50.00 – Payable to the Town of Hanover

The Town of Hanover reserves the right to request additional information as part of its review of the application prior to granting a permit.

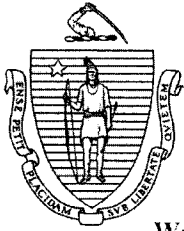
In addition, after review of the application, an applicant **MAY** be required to provide a surety bond or cash security to protect the Town of Hanover before any permit is granted (minimum \$500.00).

Construction guidelines and inspection requirements, including notification, will be spelled out within the permit document.

RETURN COMPLETED APPLICATION AND FEE TO THE BUSINESS OFFICE LOCATED AT:

**Department of Public Works
40 Pond Street
Hanover, MA 02339**

PLEASE CONTACT THE DEPARTMENT OF PUBLIC WORKS IF ADDITIONAL INFORMATION IS REQUIRED.



The Commonwealth of Massachusetts
 Department of Industrial Accidents
 1 Congress Street, Suite 100
 Boston, MA 02114-2017
 www.mass.gov/dia

Workers' Compensation Insurance Affidavit: Builders/Contractors/Electricians/Plumbers.
 TO BE FILED WITH THE PERMITTING AUTHORITY.

Applicant Information

Please Print Legibly

Name (Business/Organization/Individual): _____

Address: _____

City/State/Zip: _____ Phone #: _____

Are you an employer? Check the appropriate box:

- 1. I am an employer with _____ employees (full and/or part-time).*
- 2. I am a sole proprietor or partnership and have no employees working for me in any capacity. [No workers' comp. insurance required.]
- 3. I am a homeowner doing all work myself. [No workers' comp. insurance required.] †
- 4. I am a homeowner and will be hiring contractors to conduct all work on my property. I will ensure that all contractors either have workers' compensation insurance or are sole proprietors with no employees.
- 5. I am a general contractor and I have hired the sub-contractors listed on the attached sheet. These sub-contractors have employees and have workers' comp. insurance. ‡
- 6. We are a corporation and its officers have exercised their right of exemption per MGL c. 152, §1(4), and we have no employees. [No workers' comp. insurance required.]

Type of project (required):

- 7. New construction
- 8. Remodeling
- 9. Demolition
- 10. Building addition
- 11. Electrical repairs or additions
- 12. Plumbing repairs or additions
- 13. Roof repairs
- 14. Other _____

*Any applicant that checks box #1 must also fill out the section below showing their workers' compensation policy information.

† Homeowners who submit this affidavit indicating they are doing all work and then hire outside contractors must submit a new affidavit indicating such.

‡ Contractors that check this box must attached an additional sheet showing the name of the sub-contractors and state whether or not those entities have employees. If the sub-contractors have employees, they must provide their workers' comp. policy number.

I am an employer that is providing workers' compensation insurance for my employees. Below is the policy and job site information.

Insurance Company Name: _____

Policy # or Self-ins. Lic. #: _____ Expiration Date: _____

Job Site Address: _____ City/State/Zip: _____

Attach a copy of the workers' compensation policy declaration page (showing the policy number and expiration date).

Failure to secure coverage as required under MGL c. 152, §25A is a criminal violation punishable by a fine up to \$1,500.00 and/or one-year imprisonment, as well as civil penalties in the form of a STOP WORK ORDER and a fine of up to \$250.00 a day against the violator. A copy of this statement may be forwarded to the Office of Investigations of the DIA for insurance coverage verification.

I do hereby certify under the pains and penalties of perjury that the information provided above is true and correct.

Signature: _____ Date: _____

Phone #: _____

Official use only. Do not write in this area, to be completed by city or town official.

City or Town: _____ Permit/License # _____

Issuing Authority (circle one):

- 1. Board of Health 2. Building Department 3. City/Town Clerk 4. Electrical Inspector 5. Plumbing Inspector
- 6. Other _____

Contact Person: _____ Phone #: _____

Information and Instructions

Massachusetts General Laws chapter 152 requires all employers to provide workers' compensation for their employees. Pursuant to this statute, an *employee* is defined as "...every person in the service of another under any contract of hire, express or 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 representatives of a deceased employer, or the receiver or trustee of an individual, partnership, association or other 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."

MGL chapter 152, §25C(6) 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."**

Additionally, MGL chapter 152, §25C(7) states "Neither the commonwealth nor any of its political subdivisions shall enter into any contract for the performance of public work until acceptable evidence of compliance with the insurance requirements of this chapter have been presented to the contracting authority."

Applicants

Please fill out the workers' compensation affidavit completely, by checking the boxes that apply to your situation and, if necessary, supply sub-contractor(s) name(s), address(es) and phone number(s) along with their certificate(s) of insurance. Limited Liability Companies (LLC) or Limited Liability Partnerships (LLP) with no employees other than the members or partners, are not required to carry workers' compensation insurance. If an LLC or LLP does have employees, a policy is required. Be advised that this affidavit may be submitted to the Department of Industrial Accidents for confirmation of insurance coverage. **Also be sure to sign and date the affidavit.** The affidavit should be returned to the city or town that the application for the permit or license is being requested, **not** the Department of Industrial Accidents. Should you have any questions regarding the law or if you are required to obtain a workers' compensation policy, please call the Department at the number listed below. Self-insured companies should enter their self-insurance license number on the appropriate line.

City or Town Officials

Please be sure that the affidavit is complete and printed legibly. The Department has provided a space at the bottom of the affidavit for you to fill out in the event the Office of Investigations has to contact you regarding the applicant. Please be sure to fill in the permit/license number which will be used as a reference number. In addition, an applicant that must submit multiple permit/license applications in any given year, need only submit one affidavit indicating current policy information (if necessary) and under "Job Site Address" the applicant should write "all locations in _____ (city or town)." A copy of the affidavit that has been officially stamped or marked by the city or town may be provided to the applicant as proof that a valid affidavit is on file for future permits or licenses. A new affidavit must be filled out each year. Where a home owner or citizen is obtaining a license or permit not related to any business or commercial venture (i.e. a dog license or permit to burn leaves etc.) said person is NOT required to complete this affidavit.

The Department's address, telephone and fax number:

The Commonwealth of Massachusetts
Department of Industrial Accidents
1 Congress Street, Suite 100
Boston, MA 02114-2017

Tel. # 617-727-4900 ext. 7406 or 1-877-MASSAFE

Fax # 617-727-7749

www.mass.gov/dia