



Town of Canton, Massachusetts

BUILDING DEPARTMENT

LOWER LEVEL MEMORIAL HALL
801 WASHINGTON STREET
CANTON, MA 02021

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BUILDING DIVISION
ELECTRICAL DIVISION
PLUMBING/GAS DIVISION

BUILDING COMMISSIONER
EDWARD T. WALSH

Definition and Requirements of an Affidavit Project in the Town of Canton

The Canton Building Department intends that during an affidavit project in the Town of Canton the following criteria, set forth below, will be followed. The purpose of this bulletin is to amplify the requirements for affidavit projects as authorized by section 106.3 and 116.0 of the Massachusetts Building Code, Sixth Edition (780 CMR).

1. Affidavits are to be filed with the Canton Building Department prior to the issuance of the building permit for all buildings or structures in which the cost exceeds a fair cost of \$950,000 or which, in the opinion of the Building Commissioner, may be classified as a "complex structure."

Notwithstanding these requirements, the Building Commissioner may require *individual* affidavits, such as structural or mechanical affidavits, on projects with complex portions which may not otherwise be classified as an "Affidavit Project."

2. When a project is designated an "Affidavit Project," the following affidavits shall be required:

Design Affidavits

Architectural Design Affidavit	Structural Design Affidavit
Mechanical Design Affidavit	Electrical Design Affidavit
Fire Protection Design Affidavit	

Inspection and/or Final Affidavits

Inspection Affidavit	Architectural Final Affidavit
Licensed Builder Affidavit	Structural Final Affidavit
Inspection Final Affidavit	Mechanical Final Affidavit
Electrical Final Affidavit	Licensed Builder Final Affidavit

The formats of the above referenced affidavits are attached and made part of this "Affidavit Package." These will be the only affidavits accepted by the Building Department.

3. The Inspection Affidavit Architect or Engineer shall be in the employ of the Owner, Design Architect or Design Engineer and not in the employ of the General Contractor or acting as the General Contractor.

4. The Inspecting Affidavit Architect or Engineer shall make at least one site visit per week to the building or structure for which the application was approved until the work is completed. He/she shall make a report monthly to the Commissioner of his/her visits. These reports shall show job progress and any problems during construction. Substantial changes in design, as well as significant problems in construction must be reported to the Commissioner with proposed modifications or proposed problem solutions before they are affected.


In addition, the Licensed Builder or Clerk of the Works, if applicable, shall be responsible for maintaining a daily log at the site. The log book must contain sufficient detailed information for all sign-ins so that a summary record of the project will be maintained. The fully documented project log must be accompanied by the request for a Certificate of Occupancy. *Please see "Instructions for Maintaining the Log Book" for a sample log sheet.*

5. An up-to-date project listing is to be filed with the Building Commissioner containing the following information:
 - a. work site phone number.
 - b. name, address and phone number of on the job Licensed Builder, Architect, Structural Engineer, etc.
 - c. name, address and phone number of Owner or Owner's representative.
6. The Building Commissioner, at his discretion, may require that the Inspection Affidavit Architect or Engineer visit the project on a more frequent basis than that required in No. 4 above.
7. The Inspection Affidavit Architect or Engineer and the Licensed Builder shall promptly notify the Commissioner regarding any of the following events or conditions which he/she observes in the course of performing his/her duties:
 - a. code violations.
 - b. changes which affect code compliance.
 - c. the use of any materials, assemblies, components, or equipment prohibited by code.
 - d. major or substantial changes between the approved plans and the work in progress.
 - e. any condition which he/she identifies as constituting an immediate hazard to the public.

8. Upon substantial completion of the project and prior to the issuance of a Certificate of Occupancy, final affidavits will be required to be filed with the Building Department by all affidavit personnel as indicated in No. 2 above. No Final Affidavit will be waived.
9. All architects or engineers as mentioned above must be registered in the Commonwealth of Massachusetts. They shall perform all services required under this document in a non-negligent manner, in accordance with generally accepted standards of professional practice, and in accordance with pertinent provisions of the Massachusetts State Building Code and other applicable laws, regulations and rules. Nothing contained in this document or in the Affidavits required hereunder shall be deemed to reduce, extend, or modify the standard of professional care set forth in the foregoing sentence.
10. Certain plans and computations for complex structures or systems may be required by the Building Department, to undergo examination by a second engineer or architect registered in the Commonwealth of Massachusetts. The expense of the second examination shall be borne by the owner. It shall consist of an examination by an impartial engineer or architect who, upon his/her examination and conference with the designer, will send a letter to the Commissioner stating that he/she has checked the details, computations, stress diagrams and other pertinent data to describe the construction and basis of calculations and further stating that in his/her judgment the requirements of the Code have been met with respect to the design.
11. Neither the Building Department nor the Building Commissioner can or shall become a party or a mediator of any contractual or financial disputes in relation to any construction subject to this document.
12. Nothing contained in this document shall have the effect of waiving or limiting the Building Department's authority to enforce the Code 'with respect to examination of the contract documents – including plans, computations and specifications, or with respect to field inspection of construction work in progress.
13. The Building Commissioner may, upon written request of applicant, waive any part or all of this document. The request shall include the permit number, address, description of the proposed project and the specific reason for the waiver requested. The Commissioner shall approve or reject the written request. In the case of specific conditions of the project which render the affidavit process or waived part thereof unnecessary or impossible.

14. It shall be understood that by submitting the required Affidavits, all parties understand and agree to abide by the terms set forth in this document.

It shall be further understood that non-compliance with or deviation from said terms shall constitute sufficient reason to stop all work until compliance is met.

Per Order of  Dated 2/14/15
Building Commissioner

Instructions for Maintaining the Log Book

1. The Canton Building Department shall require the Affidavit Engineer or Architect to keep a log of his/her weekly visits, as well as other activities, until the final affidavit(s) are filed. The Affidavit Engineer or Architect may delegate this responsibility to the Licensed Builder on the job.
2. The Log Book will be kept in the construction site trailer or office so as to be readily accessible for all required personnel and shall be signed by all municipal inspectors, all personnel from the testing agencies, Clerk of the Works, Affidavit Engineer or Architect and/or his consultants, and daily by the Licensed Builder. The Log Book shall be filed in a standard 3-ring binder with each page numbered.
3. The Licensed Builder or Clerk of the Works, if applicable, shall note weather conditions and maximum and minimum temperatures.
4. The Log Book shall not be used as a visitor's registration book.
5. Whenever there is a change in the principal personnel of the project, it shall be duly noted, with the appropriate dates, in the Log Book. In addition, these changes shall be mailed directly to the Building Commissioner.
6. After the final affidavits are signed and *before* the Certificate of Occupancy is issued, the Log Book shall be returned to the Canton Building Department.

ARCHITECTURAL DESIGN
Affidavit

Permit No. _____

To the Commissioner, Canton Building Department,

Re: _____
(Project Name)

I certify that to the best of my knowledge, information and belief, the plans and computations accompanying the attached application concerning the locus at:

(Address)

are in accordance with the requirements of the Massachusetts State Building Code ~ 780 CMR and all other applicable laws, regulations, statutes and ordinances.

Architect – MA Reg. No.

Company Name

Address

Phone No.

Date: _____

Then personally appeared the above named _____
(Print Name)
and made oath that the above statement by him/her is true.

Before me,

(Print Name)

My Commission expires:

**ARCHITECTURAL FINAL
Affidavit**

To the Commissioner, Canton Building Department,

I certify that I, or my authorized representative, have inspected the work associated with Permit No. _____
_____, issued _____, located at _____
(Address)

on the dates listed below or on at least _____ occasions during construction and that to the best of my knowledge, information and belief, the work has been done in conformance with the permit and plans approved by the Canton Building Department and with the provisions of the Massachusetts State Building Code, 780 CMR and all other applicable laws, regulations, statutes, and ordinances.

Inspection Dates	
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Architect – MA Reg. No.

Company Name

Address

Phone No.

Date: _____

Then personally appeared the above named _____
(Print Name)
and made oath that the above statement by him/her is true.

Before me,

(Print Name)

My Commission expires:

ELECTRICAL DESIGN
Affidavit

Permit No. _____

To the Commissioner, Canton Building Department,

Re: _____
(Project Name)

I certify that to the best of my knowledge, information and belief, the plans and computations accompanying the attached application concerning the locus at:

(Address)

are in accordance with the requirements of the Massachusetts State Building Code ~ 780 CMR and all other applicable laws, regulations, statutes and ordinances.

Engineer – MA Reg. No.

Company Name

Address

Phone No.

Date: _____

Then personally appeared the above named _____
(Print Name)
and made oath that the above statement by him/her is true.

Before me,

(Print Name)

My Commission expires:

**ELECTRICAL FINAL
Affidavit**

To the Commissioner, Canton Building Department,

I certify that I, or my authorized representative, have inspected the work associated with Permit No. _____
_____, issued _____, located at _____
(Address)

on the dates listed below or on at least _____ occasions during construction and that to the best of my knowledge, information and belief, the work has been done in conformance with the permit and plans approved by the Canton Building Department and with the provisions of the Massachusetts State Building Code, 780 CMR and all other applicable laws, regulations, statutes, and ordinances.

Inspection Dates	
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Engineer – MA Reg. No.

Company Name

Address

Phone No.

Date: _____

Then personally appeared the above named _____
(Print Name)
and made oath that the above statement by him/her is true.

Before me,

(Print Name)

My Commission expires:

FIRE PROTECTION DESIGN
Affidavit

Permit No. _____

To the Commissioner, Canton Building Department,

Re: _____
(Project Name)

I certify that to the best of my knowledge, information and belief, the plans and computations accompanying the attached application concerning the locus at:

(Address)

are in accordance with the requirements of the Massachusetts State Building Code ~ 780 CMR and all other applicable laws, regulations, statutes and ordinances.

Engineer – MA Reg. No.

Company Name

Address

Phone No.

Date: _____

Then personally appeared the above named _____
(Print Name)
and made oath that the above statement by him/her is true.

Before me,

(Print Name)

My Commission expires:

**FIRE PROTECTION FINAL
Affidavit**

To the Commissioner, Canton Building Department,

I certify that I, or my authorized representative, have inspected the work associated with Permit No. _____, issued _____, located at _____
(Address)

on the dates listed below or on at least _____ occasions during construction and that to the best of my knowledge, information and belief, the work has been done in conformance with the permit and plans approved by the Canton Building Department and with the provisions of the Massachusetts State Building Code, 780 CMR and all other applicable laws, regulations, statutes, and ordinances.

Inspection Dates	
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Engineer – MA Reg. No.

Company Name

Address

Phone No.

Date: _____

Then personally appeared the above named _____
(Print Name)
and made oath that the above statement by him/her is true.

Before me,

(Print Name)

My Commission expires:

MECHANICAL DESIGN
Affidavit

Permit No. _____

To the Commissioner, Canton Building Department,

Re: _____
(Project Name)

I certify that to the best of my knowledge, information and belief, the plans and computations accompanying the attached application concerning the locus at:

(Address)

are in accordance with the requirements of the Massachusetts State Building Code ~ 780 CMR and all other applicable laws, regulations, statutes and ordinances.

Engineer – MA Reg. No.

Company Name

Address

Phone No.

Date: _____

Then personally appeared the above named _____
(Print Name)
and made oath that the above statement by him/her is true.

Before me,

(Print Name)

My Commission expires:

**MECHANICAL FINAL
Affidavit**

To the Commissioner, Canton Building Department,

I certify that I, or my authorized representative, have inspected the work associated with Permit No. _____, issued _____, located at _____
(Address)

on the dates listed below or on at least _____ occasions during construction and that to the best of my knowledge, information and belief, the work has been done in conformance with the permit and plans approved by the Canton Building Department and with the provisions of the Massachusetts State Building Code, 780 CMR and all other applicable laws, regulations, statutes, and ordinances.

Inspection Dates	
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Engineer – MA Reg. No.

Company Name

Address

Phone No.

Date: _____

Then personally appeared the above named _____
(Print Name)
and made oath that the above statement by him/her is true.

Before me,

(Print Name)

My Commission expires:

STRUCTURAL DESIGN
Affidavit

Permit No. _____

To the Commissioner, Canton Building Department,

Re: _____
(Project Name)

I certify that to the best of my knowledge, information and belief, the plans and computations accompanying the attached application concerning the locus at:

(Address)

are in accordance with the requirements of the Massachusetts State Building Code ~ 780 CMR and all other applicable laws, regulations, statutes and ordinances.

Engineer – MA Reg. No.

Company Name

Address

Phone No.

Date: _____

Then personally appeared the above named _____
(Print Name)
and made oath that the above statement by him/her is true.

Before me,

(Print Name)

My Commission expires:

**STRUCTURAL FINAL
Affidavit**

To the Commissioner, Canton Building Department,

I certify that I, or my authorized representative, have inspected the work associated with Permit No. _____, issued _____, located at _____
(Address)

on the dates listed below or on at least _____ occasions during construction and that to the best of my knowledge, information and belief, the work has been done in conformance with the permit and plans approved by the Canton Building Department and with the provisions of the Massachusetts State Building Code, 780 CMR and all other applicable laws, regulations, statutes, and ordinances.

Inspection Dates	
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Engineer – MA Reg. No.

Company Name

Address

Phone No.

Date: _____

Then personally appeared the above named _____
(Print Name)
and made oath that the above statement by him/her is true.

Before me,

(Print Name)

My Commission expires:

LICENSED BUILDER
Affidavit

Permit No. _____

To the Commissioner, Canton Building Department,

Re: _____
(Project Name)

I certify that I am duly licensed to take personal charge of work under the provisions of the Massachusetts State Building Code, 780 CMR and that I shall perform only that work described on the Building Permit application in accordance with the plans approved by the Canton Building Department, I further certify that this work shall be done in accordance with the provisions of 780 CMR and that I will be on the site at all times during the construction operations at:

(Address)

are in accordance with the requirements of the Massachusetts State Building Code ~ 780 CMR and all other applicable laws, regulations, statutes and ordinances.

Licensed Builder

License Number Expiration Date

Company Name

Address

Phone No.

Date: _____

Then personally appeared the above named _____
(Print Name)

and made oath that the above statement by him/her is true.

Before me,

(Print Name)

My Commission expires:

LICENSED BUILDER FINAL
Affidavit

To the Commissioner, Canton Building Department,

I certify that I, or my authorized representative, have supervised the work associated with Permit No. _____, issued _____, located at _____
(Address)

and that to the best of my knowledge, information and belief, the work has been done in conformance with the permit and plans approved by the Canton Building Department and with the provisions of the Massachusetts State Building Code, 780 CMR and all other applicable laws, regulations, statutes, and ordinances.

Licensed Builder

License Number

Expiration Date

Company Name

Address

Phone No.

Date: _____

Then personally appeared the above named _____
(Print Name)
and made oath that the above statement by him/her is true.

Before me,

(Print Name)

My Commission expires:

**INSPECTION
Affidavit**

Permit No. _____

To the Commissioner, Canton Building Department,

Re: _____
(Project Name)

located at _____
(Address)

I certify that I shall make at least one site visit per week from start to completion of construction to observe compliance with the Code and the approved plans and will make a report of my visits and findings. There will be a representative in my employ or in the employ of the owner, on site during construction operations. He/She will maintain a daily log of construction activities and report any discrepancies noted to me for my action or for my reporting to the Canton Building Department. If the need or the situation warrants, I may substitute a Massachusetts registered architect or engineer for me, subject to the written approval of the Building Commissioner.

Architect or Engineer – MA Reg. No.

Company Name

Address

Phone No.

Date: _____

Then personally appeared the above named _____
(Print Name)
and made oath that the above statement by him/her is true.

Before me,

(Print Name)

My Commission expires:

**INSPECTION FINAL
Affidavit**

To the Commissioner, Canton Building Department,

I certify that I, or my authorized representative, have inspected the work associated with Permit No. _____, issued _____, located at _____
(Address)

on the dates listed below or on at least _____ occasions during construction and that to the best of my knowledge, information and belief, the work has been done in conformance with the permit and plans approved by the Canton Building Department and with the provisions of the Massachusetts State Building Code, 780 CMR and all other applicable laws, regulations, statutes, and ordinances.

Inspection Dates	
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Architect or Engineer – MA Reg. No.

Company Name

Address

Phone No.

Date: _____

Then personally appeared the above named _____
(Print Name)
and made oath that the above statement by him/her is true.

Before me,

(Print Name)

My Commission expires:
