



CHECKLIST FOR APPLICATION ROOFING, SIDING and WINDOWS
for contractors

1. The contractor shall supply a copy of the signed contract between homeowner /owner of building and the construction supervisor/registered home improvement contractors as mandated by MGL c 142.
2. The contractor shall fill out the building permit application listing the specifications of materials being installed and where it is being installed (Example: whole roof, half roof, porch only, etc.).
3. The contractor shall fill out the Worker's Compensation section.
4. The contractor shall supply a copy Certificate of Insurance.
5. The contractor shall supply a copy of Construction Supervisor License.
6. The contractor shall supply a copy of Home Improvement Registration.
7. The contractor shall sign the debris disposal affidavit section and submit the listed facility.

CHECKLIST FOR APPLICATION ROOFING, SIDING and WINDOWS
for Homeowners

1. The homeowner shall fill out the building permit application listing the specification of material being installed and where it is being installed. (Example: whole roof, half roof, porch only, etc.).
2. The homeowner shall sign Worker's Compensation section.
3. The homeowner shall sign the Homeowner License Exemption form.
4. The homeowner shall sign the debris disposal affidavit section and submit the listed facility.