

**TOWN OF UPTON
 BUILDING DEPARTMENT
 1 MAIN ST- BOX 16
 UPTON, MA
 PHONE 508-529-2633
 FAX-508-529-4732
 Email: djudd@upton.ma.us**

**Patrick Roche:
 BUILDING COMMISSIONER
 ZONING ENFORCEMENT OFFICER**

FIREPLACE & STOVES

The following information is needed to process your application for Wood/Pellet Stoves or Fireplace Inserts:

Complete the requirements as outline below.

REQUIREMENTS	
HOMEOWNER COMPLETING WORK THEMSELVES	<ol style="list-style-type: none"> 1. Building Permit Application 2. One copy of the Manufacturer’s instructions or Wood Stove Installation Checklist, to be kept on site (This is what the inspector will use to inspect the stove, so keep it handy). 3. Homeowners License Exemption
HOMEOWNER HIRING CONTRACTOR OR CONTRACTOR TAKING OUT PERMIT	<ol style="list-style-type: none"> 1. Building Permit Application 2. One copy of the Manufacturer’s instructions or Wood Stove Installation Checklist, to be kept on site (This is what the inspector will use to inspect the stove, so keep it handy). 3. Workers’ Compensation Insurance Affidavit 4. Copy of Contractors Current Liability Insurance 5. Copy of Contractor’s Current License 6. Copy of H.I.C. license

1. Return the Application Package and Permit Fee to the Building Department.

The following Inspection is Required and is the Homeowners Responsibility:

Building Inspections Required
1. FINAL
NOTE: YOU MUST HAVE A COPY OF THE MANUFACTURING INSTRUCTIONS <u>OR</u> A COPY OF THE “WOOD STOVE INSTALLATION CHECKLIST” AT THE TIME OF THE INSPECTION

ATTENTION: HOMEOWNER:

INSPECTIONS ARE REQUIRED! AND ARE ULTIMATELY THE RESPONSIBILITY OF THE HOMEOWNER. FINAL INSPECTIONS ARE ALSO REQUIRED BY INSURANCE COMPANY COVERING YOUR LIABILITY INSURANCE.

THIS FORM IS USED ONLY IF THERE IS NO MANUFACTURE'S INSTRUCTIONS AVAILABLE

WOOD STOVE INSTALLATION CHECK LIST

Permit

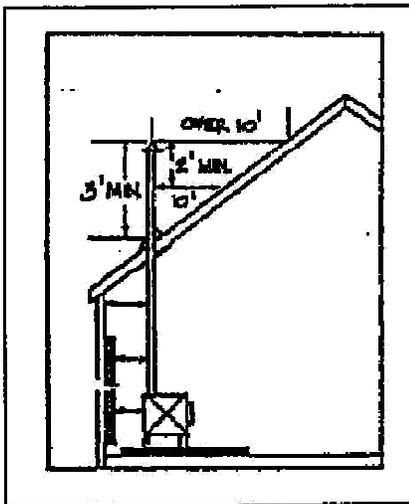
A building permit is required for the installation of any solid fuel-burning appliance. The building permit and install inspection are limited to the stove installation and not to the stove construction.

STOVE

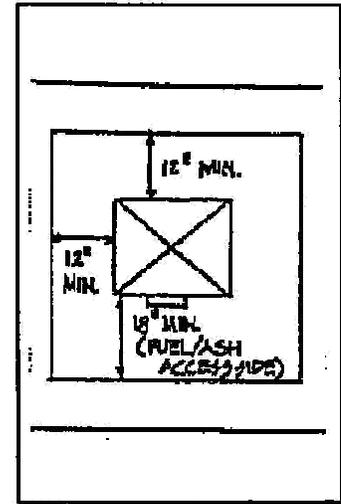
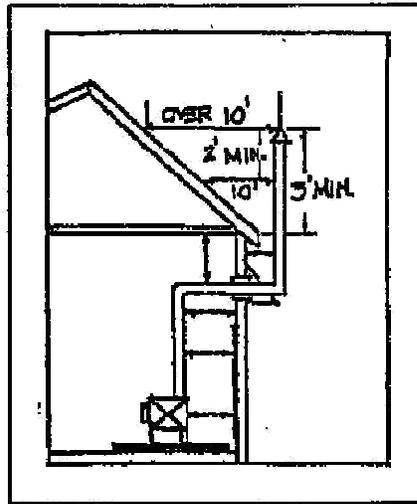
New _____ Existing _____

CHIMNEY

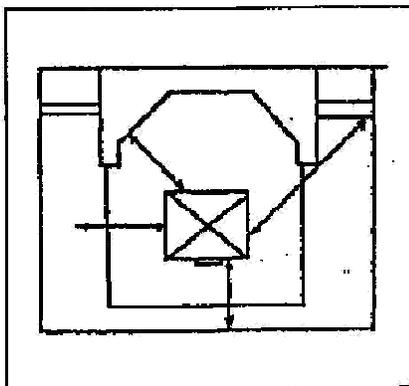
New _____ Existing _____



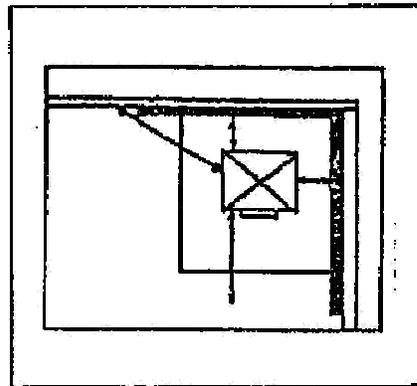
CHIMNEY HEIGHT



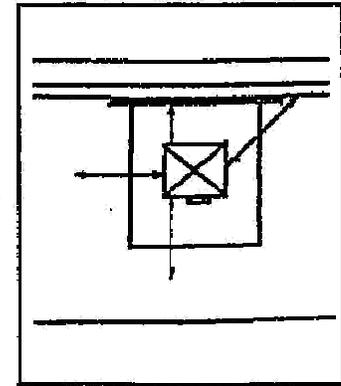
HEARTH



FIREPLACE



CORNER



WALL / CENTER

STOVE INSTALLATION CLEARANCES

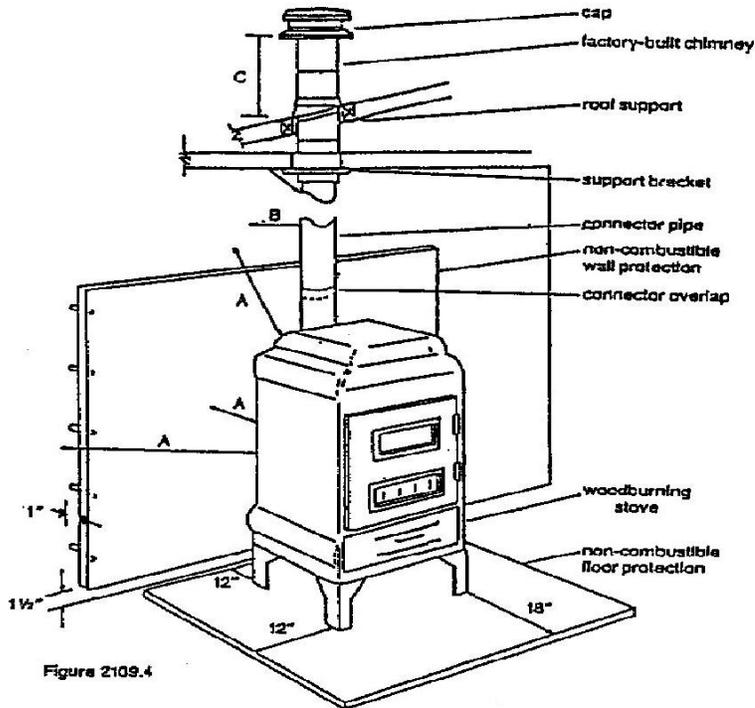


Figure 2109.4

Figure 2109.4
STOVE INSTALLATION CLEARANCES

Stove Components	Combustible Material	½" Asbestos Millboard Spaced Out 1" 2.	Concrete / Masonry Foundation Wall	Spaced Out 1" 4" Brick Veneer
Radiant Stove 1, -Front	36"	-	-	-
Circulating Stove 1, -Front	24"	-	-	-
A. Radiant Stove 3, Side / Back / Top	36"	18"	6"	18"
A. Circulating Stove Side / Back / Top	12"	6"	6"	6"
B. Single Wall Connector Pipe	18"	12"	6"	8"
B. Insulated Connector Pipe	2"	2"	2"	2"
C. Chimney Height (Metal or Masonry)	Three (3) feet above adjacent roof and Two (2) feet above any roof ridge within 10 feet			
D. Damper	If a damper is not included in the stove construction, It must be installed in the connector pipe.			
1. Front: Fuel or ash access side 2. Non-combustible spacers required 3. Clearances on each side of a radiant stove with a heat shield shall be measured as if a circulating type. NOTE: Clearances shall be measured perpendicular to stove body. Laboratory verified test clearances permitted.				

NOTE: MANUFACTURING SPECIFICATIONS MAY BE USED IF SUPPLIED WITH THE APPLICATION INSTEAD OF THE "STOVE INSTALLATION CLEARANCES"

**TOWN OF UPTON CODE ENFORCEMENT
APPLICATION FOR BUILDING PERMIT FOR:
FIREPLACE INSERTS & STOVES**

*** ALL PAGES OF APPLICATION MUST BE FILLED OUT**

* OWNERS PULLING THEIR OWN PERMIT OR DEALING WITH UNREGISTERED CONTRACTORS FOR APPLICABLE HOME IMPROVEMENT WORK DO NOT HAVE ACCESS TO THE ARBITRATION PROGRAM OR GUARANTY FUND UNDER MGL c.142A.

ADDRESS:

HOUSE #: _____ STREET: _____

APPLICATION FOR:

Check One or More

	PERMIT TYPE
<input type="checkbox"/>	FIREPLACE INSERT
<input type="checkbox"/>	STOVE
<input type="checkbox"/>	CHIMNEY WORK

<p>PROPERTY OWNER: _____</p> <p>ADDRESS: _____</p> <p>PHONE: _____</p> <p>ESTIMATED COST OF CONSTRUCTION: _____</p>	<p>BUILDER: _____</p> <p>ADDRESS: _____</p> <p>PHONE: _____ CELL: _____</p> <div style="text-align: center; border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>LICENSE REQUIRED FOR CHIMNEY WORK ONLY</p> </div> <p style="text-align: right;">HOME IMPROVEMENT CONTRACTOR'S REGISTRATION: #: _____ & ATTACH COPY</p>
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- ATTACH DETAIL DRAWING FROM MANUFACTURER.
- ATTACH A STATE "WORKERS' COMPENSATION INSURANCE AFFIDAVIT.
- ATTACH A COPY OF CURRENT CONTRACTORS LIABILITY INSURANCE & WORKERS COMPENSATION.
- FEE IS \$50

SIGNATURE OF PROPERTY OWNER DATE

BUILDING PERMIT NUMBER: _____ **DATE:** _____ **COST OF CONSTRUCTION:** \$ _____ **PERMIT FEE:** \$ _____