

# Town of Harvard

## Building Department

### Building Permit Requirements

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#### Re-Roofing

- **Permit Application Form**

The permit application form must be filled out completely. (4pages)  
**Illegible or incomplete applications will not be processed.**

- **Owner Authorization**

If the applicant is anyone other than the owner of the property, a letter which authorizes the applicant to act as the owner's agent in obtaining the permit and to perform the work on the project is required.  
This letter must be signed by the property owner.

- **Construction Supervisor License**

Submit a valid copy of the Construction Supervisor License of the person who will be responsible for the project.

- **Home Improvement Registration**

Submit a valid copy of the Home Improvement Registration of the person who will be responsible for the project.

- **Worker's Compensation Certificate**

On page 3 of the Permit Application is a '**Workers Compensation Affidavit Form**' to be filled out. In addition to filling out the Affidavit, you must also submit a valid copy of the General Contractor's **Worker's Compensation Insurance Certificate**.

This Certificate must be site specific.

A building permit cannot be issued without Compensation Insurance unless the contractor is a sole proprietor.