

**Town of Ludlow**  
**One- or Two- Family Application**  
**How To Fill Out Application**

**REQUIREMENTS:**

- ❖ Completed Application (One- or Two- Family Dwelling)-all sections.
  - **Section 1-** Property Address
  - **Section 2-** Ownership Information-**email required**
  - **Section 3-** Description of Work- total square footage, total project cost and description of work being done
  - **Section 4-** Is a section that needs to be signed off on by other Ludlow Town Departments- depending on the work being done.
  - **Section 5-** Construction Services- **If being done by a contractor-** will require copies of their contractor's license# & HIC Reg #, address, and their signature **IS required**
  - **Section 6-** Is required if the homeowner is having the work done by someone else- this section gives them authorization to do the work- **HOMEOWNER's SIGNATURE IS REQUIRED!!!!**
  - **Section 7-** Is required when the homeowner is doing the work themselves. Please **Sign and Date.**
  - **Section 8-** Is only required when doing a Demolition.
  - **Section 9-** Needs to be filled out stating the name and location of **the Waste Facility-** Also need the **Signature of the applicant-** If there is **NONE-** write NONE and **sign off** on that section.
  - **Section 10-** Is asking if you signed off on a Worker's Compensation Affidavit- which needs to be checked off- **YES** considering every application requires one.

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