



TOWN of BROOKLINE

Massachusetts

BUILDING DEPARTMENT

Daniel F. Bennett
Building Commissioner

APPLICATION FOR CERTIFICATE OF OCCUPANCY

Certificate of Occupancy No: _____ Date Issued: _____

Fee (calculated from the reverse side): \$ _____ Receipt No: _____

I hereby request a Certificate of Occupancy pursuant to 780 CMR The Massachusetts State Building Code Section R110.0 or 111.0, as amended, and that the information provided is true and accurate.

Signature

Date

Location: _____ **Unit No:** _____ **Floor No:** _____

Proposed Use: Residential Attached Detached Commercial Size (sq ft): _____

Issue to: Property Owner Contractor Lessee/Tenant

Construction Type: Wood Masonry Structure Steel Concrete Other

Applicant's Name: _____ **d/b/a Name:** _____

Town/City/Zip: _____ **Phone:** _____

Contractor Name: _____ **License #:** _____

Address: _____ **Phone:** _____

Town/City/Zip: _____ **Cell Phone:** _____

Building Permit Number: _____ **Inspector:** _____

Plumbing Permit Number: _____ **Inspector:** _____

Gas Fitting Permit Number: _____ **Inspector:** _____

Wiring Permit Number: _____ **Inspector:** _____

Sprinkler Permit Number: _____ **Inspector:** _____

Mechanical Permit Number: _____ **Inspector:** _____

Health Dept. Sign Off: _____ **Inspector:** _____

Fire Dept. Sign Off: _____ **Inspector:** _____

Engineering Dept. Sign Off: _____ **Approval:** _____

Water/Sewer Dept. Sign Off: _____ **Approval:** _____

Planning Dept. Sign Off: _____ **Approval:** _____

Conservation Sign Off: _____ **Approval:** _____

CERTIFICATE OF OCCUPANCY FEE CALCULATION

1. Certificates of Occupancy of existing structure:

$$\text{No. of Units } \underline{\hspace{2cm}} \times \$50.00 = \$ \underline{\hspace{2cm}}$$

2. Certificate of Occupancy per dwelling unit - \$50.00 each:

$$\text{No. of Units } \underline{\hspace{2cm}} \times \$50.00 = \$ \underline{\hspace{2cm}}$$

3. Certificate of Occupancy for Commercial Building/Space, \$50 plus \$25 for each 1,000 sq ft gross floor area:

$$\$50.00 + (\$25.00 \times \underline{\hspace{2cm}} \text{ sq ft}) = \$ \underline{\hspace{2cm}}$$

(each 1,000 sq ft)

4. Temporary or Partial Certificate of Occupancy (min.3 months), \$50 / month per unit:

$$\$50.00 \times \frac{\underline{\hspace{2cm}}}{\text{(no. of months)}} \times \frac{\underline{\hspace{2cm}}}{\text{(no. of units)}} = \$ \underline{\hspace{2cm}}$$