



TOWN OF MERRIMAC INSPECTIONAL SERVICES

2 School Street Merrimac, MA 01860
Ph. (978) 346-0525 Fax (978) 346-0522

Certificate of Occupancy and Use

The ***Certificate of Occupancy and Use*** (COU) is intended for non-residential businesses and commercial spaces. When a new business is established or an existing business changes ownership, a COU for the location must be obtained.

It is important to note a ***Certificate of Occupancy and Use*** is NOT a Building Permit. Any alteration or addition first requires a Building Permit. After a Building Permit has been properly closed, a COU for the address can be issued. The COU application form is attached.

A walk-through site visit is performed. Examples of what would be checked follow:

- 1) Unobstructed paths of egress to properly functioning doors;
- 2) Emergency lighting and Exit signage (where required);
- 3) Properly installed handrails and guardrails;
- 4) No apparent tripping or safety hazards.
- 5) Also, you must provide a copy of the service report on fire extinguishers, and if applicable, Ansel, sprinkler, and fire notification systems.

Please allow approximately seven days from date of site visit for COU preparation. Once issued, the COU certificate should be displayed in a conspicuous location on the premises.

The fee for a COU shall be:

\$30.00 for spaces up to 1,199 sq.ft.

(total of all applicable floor levels);

\$75.00 for spaces greater than 1,200 sq.ft.

(total of all applicable floor levels).

If you have questions, please call Inspectional Services.



TOWN OF MERRIMAC, MASSACHUSETTS
INSPECTIONAL SERVICES DEPARTMENT

**APPLICATION FOR OCCUPANCY AND USE OF
BUILDING OR STRUCTURE (NON-RESIDENTIAL)**

SECTION 1 - PROPERTY INFORMATION:

1.1 PROPERTY ADDRESS (Where applicable, indicate SUITE or UNIT number):

1.2 ZONING DISTRICT:

- | | |
|--|--|
| <input type="checkbox"/> Village Center (VC) | <input type="checkbox"/> Office-Light Industrial (OI) |
| <input type="checkbox"/> Rural Highway (RH) | <input type="checkbox"/> Agricultural - Residential (AR) |
| <input type="checkbox"/> Highway Services (HS) | <input type="checkbox"/> Suburban - Residential (SR) |
| <input type="checkbox"/> Lake Attitash (LA) | <input type="checkbox"/> Village Residential (VR) |

1.3 PROPERTY DIMENSIONS

Lot Area (SF): _____ Frontage (FT): _____

1.4 ASSESSORS MAP & PARCEL NUMBER:

Map: _____ Parcel Number: _____

1.5 TAX COLLECTORS OFFICE

Taxes are current (M.G.L. c.40, § 57): _____

SECTION 2 - PROPERTY OWNERSHIP & AUTHORIZATION TO OCCUPY:

2.1 PROPERTY OWNER OF RECORD:

Name (Print): _____ Telephone _____
Address _____ City, State, ZIP _____

2.2 PROPERTY OWNER AUTHORIZATION FOR TENANT FIT-OUT:

I, _____, as Owner of the subject property hereby authorize
(Print Owner Name)
_____ to occupy and use the above-referenced premises in accordance with
lease/rental agreement. Signature of Property Owner _____ Date _____

SECTION 3 - APPLICANT'S OCCUPANCY & USE REQUEST INFORMATION:

3.1 OCCUPANCY REQUESTED BY: (Enter Name of Owner / Principal / CEO requesting use of the business space)

Name (Print): _____ Telephone _____
Address _____ Signature _____
City, State, ZIP _____ Date _____

3.2 PREMISES SHALL BE USED FOR PURPOSE OF: (Examples: Business Office, Restaurant, Grocery Store, Florist, Antique Shop, Studio, Etc...)

3.3 PREMISES SHALL HAVE A TOTAL FLOOR AREA OF: (Calculate and enter total enclosed floor area, including mezzanine, if applicable)

3.4 PREMISES SHALL BE KNOWN AS: (Enter Full Legal Name of Business)

SECTION 4 - APPLICANT DECLARATION

For the purpose of obtaining a Certificate of Occupancy and Use, I hereby declare that the statements and information on this application are true and accurate.

Signature of Applicant _____ Date _____

Official Use Only

CERTIFICATE FEE:

APPROVED BY:

Certificate Number: _____

Certificate Issue Date: _____