



TOWN OF MERRIMAC  
**INSPECTIONAL SERVICES**

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## CLOSING A BUILDING PERMIT REQUEST FORM

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A Building Permit has a “life cycle.” When a project has been completed, the **Applicant of Record**—the person to whose custody the building permit was legally issued—must call for the final inspection and request closure of the Building Permit.

Mass General Law requires a building official notify the local Assessors’ office for all permits granted for “...*the construction of any buildings or structures, or for the removal or demolition, or for any substantial alteration or addition thereto.*” Likewise, when the permit has been officially “closed,” a copy of the certificate is conveyed to the Assessors’ office.

Merrimac issues occupancy certificates with one of two possible designations:

- 1) A **Certificate of Occupancy** is issued for new construction of any type and for change of use to a pre-existing non-residential space.
- 2) A **Certificate of Completion** is issued for most addition and renovation work done to established dwellings and structures. *Usually, no certificate is issued for minor maintenance work (i.e.: 1+2 family permits with a fee under \$200.00, roof shingles, siding, window replacement, deck repair, etc.).*

Both designations signify the closure of a building permit and authorize legal occupancy. At final inspection, the permit card is taken by the Building Official and recorded as “closed” when the certificate is issued.

### REQUESTING A CERTIFICATE OF OCCUPANCY/COMPLETION

AS APPLICANT OF RECORD, I CERTIFY ALL WORK RELATED TO  
BUILDING PERMIT NUMBER: \_\_\_\_\_

FOR LOCATION (Address): \_\_\_\_\_

HAS BEEN COMPLETED IN ACCORDANCE WITH MASSACHUSETTS STATE  
BUILDING CODE **780CMR, 7<sup>th</sup> Edition**, AND I AM HEREBY REQUESTING A

**Certificate of Occupancy**

**Certificate of Completion**

\_\_\_\_\_  
*Signature of Applicant of Record*

\_\_\_\_\_  
*Date*

Mass CSL Number \_\_\_\_\_

Homeowner Waiver  
*(if applicable)*

**PLEASE ALLOW SEVEN DAYS FOR PROCESSING**