



## TOWN OF MERRIMAC INSPECTIONAL SERVICES

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### REQUIRED CLOSING OF A BUILDING PERMIT

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Did you know a Building Permit has a “life cycle?” Most people realize that periodic inspections are required as their building project takes shape. When a homeowner is the **Applicant of Record**—the person to whom the building permit was issued, a call for the final building inspection is sometimes neglected.

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.

Both documents signify the closure of a building permit and authorize legal occupancy. However, building permits issued for minor maintenance work (e.g.: replacement roof covering, residing or windows) do not receive a completion certificate.

When all inspections have been successfully completed, the permit **Job Weather Card** is taken from the premises and officially recorded as closed. The card is then placed in the archive file for the address as a permanent record. It is important not to lose the card as there is a \$100.00 replacement charge.

When you have completed your project, call Inspectional Services at (978) 346-0525 and to schedule your final inspection.