

Town of Boxborough
Office of Land Use & Planning
Permitting Processes

*Application to
Occupancy*

Hosted By
Tracy Murphy, Planner/Director –
updated 2024: Alec Wade, Planner/Director
Kim Pelser, Administrative Assistant



Application to Occupancy

1. Building Permit application flow chart
2. Permit Pro demonstration
On line Permit Application
Internal Controls
3. Certificate of Occupancy (CO)
4. Comments, Q & A



Building & Planning – Office of Land Use & Permitting



1. Alec Wade, Planner/Director
2. Ed Cataldo, Building Commissioner/Zoning Enforcement
3. Mary Nadwairski, Administrative Assistant
4. Kim Pelser, Administrative Assistant
5. Jim Garreffii, Health Agent
6. Bill Morehouse, Electrical Inspector
7. Steve Bottazi, Plumbing & Gas Inspector

Regulatory Board/Commission

1. Planning Board

Staff Support

Associate Planner/Planner

2. Zoning Board of Appeals

Associate Planner/Planner

3. Conservation Commission

Mary Nadwairski

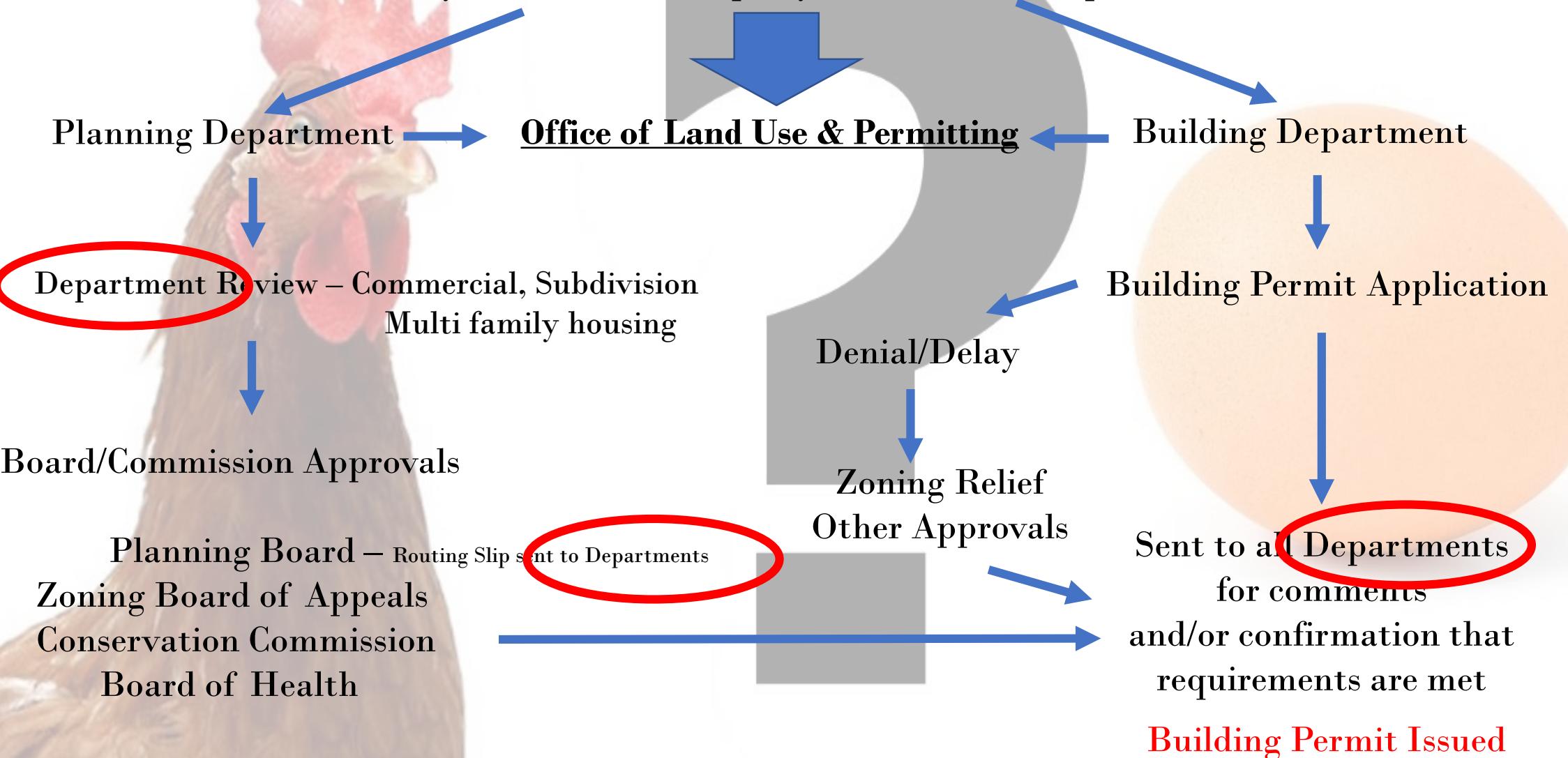
4. Board of Health

Jim Garrefffi, Kim Pelser



First Contact

by Homeowner, Property Owner or Developer





**Throughout construction
numerous inspections take place.
What inspections are required is
dependent on the nature of the project.**

**The applicant is responsible for
requesting all inspections and provide
any reporting that may be required
both during and post construction.**





TOWN OF BOXBOROUGH
APPLICATION FOR PERMIT OF OCCUPANCY

This application must be submitted not less than two weeks prior to when it is desired to occupy the building

To the Building Commissioner:

The undersigned hereby applies for a permit of occupancy

Location of Building: _____
No. _____ Street _____

Occupant: _____
Owner: _____ Address: _____

Building Permit Number: _____
Type of Construction: _____ Use Group & Occupancy: _____

Zoning District: _____

Remarks or Descriptions: _____

Code Edition: _____
Occupant Load Per Floor: _____
HERS Rating: _____

I HERBY CERTIFY THAT THE DATA GIVEN ON THIS SHEET IS CORRECT AND THAT I WILL CONFORM TO ALL THE APPLICABLE BYLAWS OF THE TOWN OF BOXBOROUGH

SIGNATURE OF APPLICANT: _____ DATE: _____

PLUMBING & GAS INSPECTOR: _____ DATE: _____

INSPECTOR OF WIRES: _____ DATE: _____

BOARD OF HEALTH: _____ DATE: _____

ASSESSOR: _____ DATE: _____

COLLECTOR/TREASURER: _____ DATE: _____

CONSERVATION: _____ DATE: _____

PLANNER: _____ DATE: _____

FIRE DEPARTMENT: _____ DATE: _____

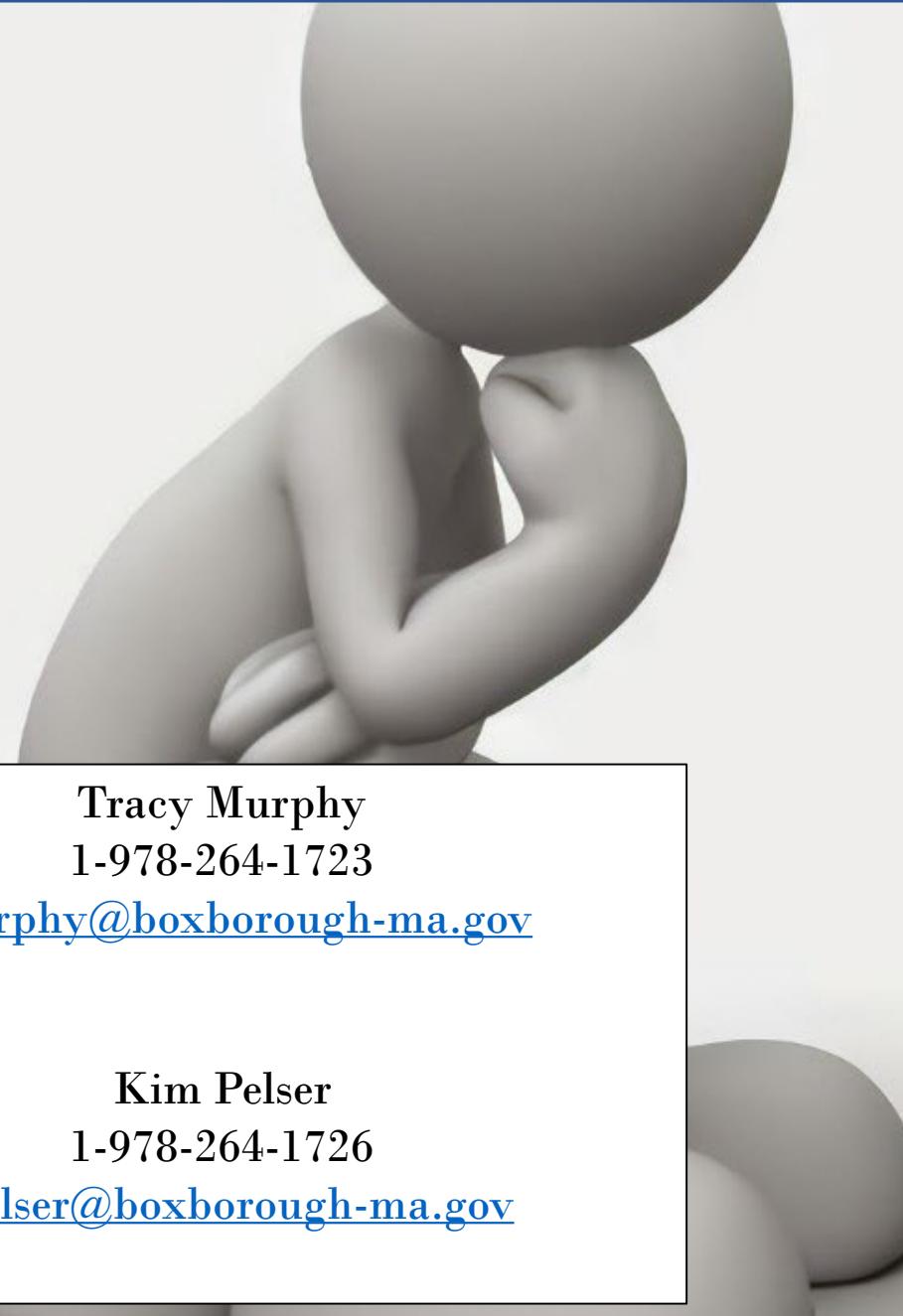
DEPARTMENT OF PUBLIC WORKS: _____ DATE: _____

BUILDING COMMISSIONER: _____ DATE: _____

Application for Certificate of Occupancy

1. Paper Application
2. As-builts required
3. HERS Rating
4. Department Approval

**Building Commissioner is
LAST to sign off then issues a
Certificate of Occupancy**



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