

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 Garreffi, Health Agent
6. Bill Morehouse, Electrical Inspector
7. Steve Bottazi, Plumbing & Gas Inspector

Regulatory Board/Commission

1. Planning Board
2. Zoning Board of Appeals
3. Conservation Commission
4. Board of Health



Staff Support

Associate Planner/Planner

Associate Planner/Planner

Mary Nadwairski

Jim Garrefffi, Kim Pelser

First Contact

by Homeowner, Property Owner or Developer



Planning Department

Office of Land Use & Permitting

Building Department

Department Review – Commercial, Subdivision
Multi family housing

Building Permit Application

Denial/Delay

Board/Commission Approvals

Zoning Relief
Other Approvals

Planning Board – Routing Slip sent to Departments
Zoning Board of Appeals
Conservation Commission
Board of Health

Sent to all Departments
for comments
and/or confirmation that
requirements are met

Building Permit Issued



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.



PERMITPRO

by Patriot Properties



Building, Health and Licensing Permit Solutions



APPROVED

Building Division

BUILDING PERMIT

This card must be kept posted in a conspicuous place on site of



FLOOR

06

DIAGRAM
STATION



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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