



Department of Inspection Services/Division of Code Enforcement

CHANGE OF OCCUPANCY PERMIT APPLICATION

APPLICATION DATE: _____ CHANGE OF OCCUPANCY PERMIT FEE \$50 Commercial / \$25 Residential

ADDRESS: _____

West Boylston MA 01583

Utilities:

☐ Public Water

☐ Well

☐ Public Sewer

☐ Septic Tank

Before a Change of Occupancy Permit will be issued, a detailed floor plan of existing must be submitted with this application.

(If there are proposed floor plan changes then a formal Building Permit Application must filled out.)

APPLICANT NAME: _____

PHONE: _____

APPLICANT ADDRESS: _____

PROPERTY OWNER NAME: _____

PHONE: _____

PROPERTY OWNER ADDRESS: _____

PRIOR OCCUPANCY TYPE: _____

PRIOR BUSINESS NAME: _____

PROPOSED OCCUPANCY TYPE: _____

PROPOSED BUSINESS NAME: _____

PROPOSED BUSINESS MAILING ADDRESS: _____

PROPOSED BUSINESS UNIT #: _____ PROPOSED BUSINESS FLOOR #: _____

PROPOSED BUSINESS FLOOR AREA SQUARE FOOTAGE: _____

Office Use Only

FIRE DEPARTMENT REVIEWED SECTION

☐ INSPECTED / REVIEWED BY: _____ DATE REVIEWED: _____

COMMENTS (if any) _____

CODE ENFORCEMENT OFFICER REVIEWED SECTION

☐ INSPECTED / REVIEWED BY: _____ DATE REVIEWED: _____

COMMENTS (if any) _____