

**TOWN OF BELMONT**

**SIGN-OFF SHEET ADDENDUM FOR  
OCCUPANCY/CHANGE of OCCUPANCY/CHANGE of OWNERSHIP/DEMOLITION**  
*(Circle one of the above)*

Property Address \_\_\_\_\_ Single – 2-Family – 3-Family – Condo (circle one)

Business Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone # \_\_\_\_\_

Type of Work \_\_\_\_\_

Contractor Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Owner Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Building Permit # \_\_\_\_\_ - \_\_\_\_\_ Map \_\_\_\_\_ Parcel \_\_\_\_\_ Date Building Permit Issued \_\_\_\_/\_\_\_\_/\_\_\_\_

Building Construction Type \_\_\_\_\_ Use Group \_\_\_\_\_ Maximum Occupant Capacity \_\_\_\_\_

Final approval for work completed under the jurisdictions listed below is hereby approved, subject to minor conditions, limitations or disclaimers as noted.

Police (617-993-2501) 460 Concord Avenue – Across from Town Hall \_\_\_\_\_ / \_\_\_\_/\_\_\_\_

Fire Dept. Headquarters (617-993-2210) 299 Trapelo Road \_\_\_\_\_ / \_\_\_\_/\_\_\_\_

DPW-Water Div. (617-993-2700) 19 Moore St. – Homer Municipal Building \_\_\_\_\_ / \_\_\_\_/\_\_\_\_

DPW-Highway Div. (617-993-2680) 19 Moore St. – Homer Municipal Building \_\_\_\_\_ / \_\_\_\_/\_\_\_\_

Engineering (617-993-2665) \_\_\_\_\_ / \_\_\_\_/\_\_\_\_

Treasurer/Tax Collector (617-993-2770) 19 Moore St. – Homer Municipal Building \_\_\_\_\_ / \_\_\_\_/\_\_\_\_

Assessors (617-993-2630) 19 Moore St. – Homer Municipal Building \_\_\_\_\_ / \_\_\_\_/\_\_\_\_

Health Dept. (617-993-2720) 19 Moore St. – Homer Municipal Building \_\_\_\_\_ / \_\_\_\_/\_\_\_\_

Office of Planning & Building (617-993-2650) 19 Moore St. – Homer Municipal Building

Conservation \_\_\_\_\_ / \_\_\_\_/\_\_\_\_

Local Building Inspector (617-993-2664) \_\_\_\_\_ / \_\_\_\_/\_\_\_\_

Plumbing-Gas (617-993-2662) \_\_\_\_\_ / \_\_\_\_/\_\_\_\_

Wiring Inspector (617-993-2661) \_\_\_\_\_ / \_\_\_\_/\_\_\_\_

Planning (617- 993-2666) \_\_\_\_\_ / \_\_\_\_/\_\_\_\_

Historic \_\_\_\_\_ / \_\_\_\_/\_\_\_\_

After obtaining the above signatures, this application, along with any support documents, will be reviewed by the Inspector of Buildings prior to final approval.

**Please allow an additional 7 business days for preparation of final certificate.**

Inspector of Buildings (617-993-2664) \_\_\_\_\_ Date \_\_\_\_\_