

# City of Quincy Occupancy Application

Date: \_\_\_\_\_ Permit Number \_\_\_\_\_

Project Address \_\_\_\_\_

Contact person \_\_\_\_\_ Phone \_\_\_\_\_

**Please provide the following information and documents with this application. All submittals require original signaures. Please allow ten days for processing.**

- 1) Final Cost Breakdown and Affidavit of Final Cost from owner
- 2) Final completion affidavits from all design professionals and contractor
- 3) Final sign offs from all applicable city agencies.
- 4) Copy of Special Permit decision. Attach all conditions and comment letters. Applicant should provide documentation that all Special Permit conditions and special submittals have been satisfied including but not limited to:
  - a) Landscaping and lighting requirements
  - b) Recorded maintenance plans
  - c) Digital files which may have been requested by Engineering Department
  - d) Submission of any required bonds or mitigation payments
  - e) Any change, omission, or modification of the Special Permit decision must be approved.
5. Final as-built plot/site plan signed by Land Surveyor
6. Final set of as- built construction drawings reflecting all design changes if any.
7. Confirmation from owner of receipt from contractor of all energy documents pursuant to 780 CMR 1301.8.4.4
8. Material, Test, Performance and Completion Affidavits from Fire Protection Installer pursuant to NFPA 13.
9. Acceptance testing is required for all fire protection systems pursuant to 780 CMR Chapter 903.4. Please contact the building official **PRIOR** to final testing of all fire protection systems.
10. Acceptance testing is required for pressurized stairways and smoke control systems. Please contact the building inspector **PRIOR** to final testing of these systems.
11. Final approval from the Affordable Housing Trust Committee (if applicable)
12. Final Approval from Conservation Commission (if applicable)
13. Final Approval from the Historic Commission (if applicable)

Enc:

Occupancy Permit Form

Final Affidavit Forms

Final Cost Affidavit Form

Stairway Pressurization Test Guidelines (if Applicable)

Occupancy Application Package

**Owners Affidavit  
of  
Final Construction Cost**

I/We \_\_\_\_\_  
Do hereby depose and state under oath that I/We are the owner(s) of a  
certain premises in the City of Quincy, County of Norfolk,  
Massachusetts, known as and numbered \_\_\_\_\_

and state further that the Final Construction Cost for the project at  
the above referenced property is

\$ \_\_\_\_\_ Amount \_\_\_\_\_ Dollars

Owner(s)  
Name \_\_\_\_\_

Owner(s)  
Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_  
\_\_\_\_\_

Owner  
Signature \_\_\_\_\_

Signed under the pains and penalties of perjury.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Commonwealth of Massachusetts

Norfolk, ss  
Date \_\_\_\_\_

Then personally appeared the above  
named \_\_\_\_\_

\_\_\_\_\_ and acknowledged the foregoing instrument to be  
his/her free act and deed before me.

\_\_\_\_\_  
Notary Public

My commission expires \_\_\_ / \_\_\_ / \_\_\_

# City of Quincy

## CERTIFICATE OF OCCUPANCY SIGN OFF SHEET

**Applicant:**

Please obtain the signature of each department personnel (where applicable) in order to verify the completion and acceptance of your project.

Project Address \_\_\_\_\_ Permit # \_\_\_\_\_

**Approval of Department accepting completion of work in substantial conformance with plans and specifications.**

- Fire Prevention \_\_\_\_\_ Date. \_\_\_\_\_
- Fire Alarm Division \_\_\_\_\_
- Wire Department \_\_\_\_\_
- Plumbing and Gas \_\_\_\_\_
- Engineering \_\_\_\_\_
- Traffic \_\_\_\_\_
- Public Works \_\_\_\_\_
- Water and Sewer \_\_\_\_\_
- Conservation \_\_\_\_\_
- Planning/Historic \_\_\_\_\_
- Tree Warden \_\_\_\_\_