



**Department of Inspectional Services  
Worcester, Massachusetts**

**Department of Inspectional Services**

**John R. Kelly**  
Commissioner

**Amanda M. Wilson, Director**  
Housing/Health Inspections

DATE: \_\_\_\_\_

**OCCUPANCY PERMIT REQUEST**

The fee for all certificates is \$85.00. In all cases, the certificate will be processed as quickly as possible upon receipt of payment. In most cases certificates will be issued in 1 to 3 business days. Projects with significant construction may require approval from multiple agencies and certificates may take 5 or more business days to complete.

Please provide the following information:

Building Permit Number: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Name of Property Owner: \_\_\_\_\_

Property Address: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Type of Certificate (check one):     Original     New     Duplicate

Revised 1/8/15

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**OFFICE USE ONLY:**

Date Received: \_\_\_\_\_

Fee Submitted: \_\_\_\_\_