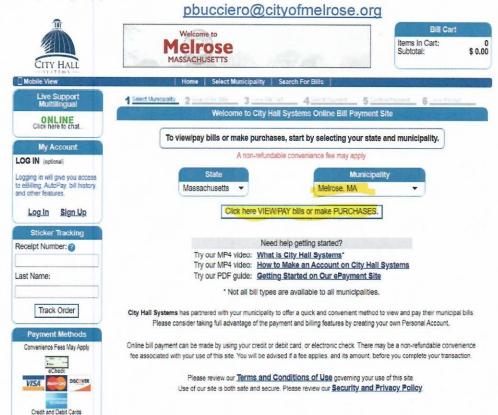


City Hall, 562 Main Street Melrose, MA 02176 Telephone (781) 979-4135 INSPECTION SERVICES DEPARTMENT

- COMPLETE THE APPLICATION FOR CERTIFICATE OF OCCUPANCY (attached)
- PAY THE REQUIRED FEE OF \$115.00, (Pay online through the "City Hall Systems" CHS website link below:

https://epay.cityhallsystems.com/login

When in the CHS website you will click on the "Select Municipality" then under the Municipality heading you will select "Melrose" as the municipality; then click View/Pay bills or make PURCHASES; then select Bill Type – Building Dept. Fees – Select Permit Type – Certificate of Occupancy; for Permit # put 0000; then enter your payment information accordingly. Upon completion of payment please print/download your receipt and email same along with the completed Certificate of Occupancy application to the below email:





City Hall, 562 Main Street Melrose, MA 02176 Telephone (781) 979-4135

Albert Talarico
Building Commissioner
Director of Inspection Services

APPLICATION FOR CERTIFICATE OF OCCUPANCY PLEASE PRINT LEGIBLY

FEE \$115.00 _	(attach receip	t - see paymen	t information attached)
Occupancy Type	: Residential Sin	igle Family_	Multi Family
Comm	ercial	Mixed Use	e
×	(Please check ty	pe of occupand	<i>y)</i>
Application Date:			
Property Address:			
Property Owner's Na			
Property Owner's Sig	gnature:		
Name of Business (if	f applicable):		
Business Owner's Na	ame:		
Business Owner's Si	gnature:		
Telephone #:	Email	İ:	
Please include a cop	y of receipt from	the City Hal	ll Systems payment site
Email complete paci	kage to <u>pbuccier</u>	o@cityofmelr	ose.org after emailing
completed application	on and receipt ple	ease contact	t the building inspector
directly to schedule	your inspection -	- Stephen Do	ucet 781-979-4138 (call
between 8:30 – 9:30 inspections.	Mon. – Thursday)	he generally	y does same day
Inspectional Service	s Annroved Rv		Date



City Hall, 562 Main Street Melrose, MA 02176 Telephone (781) 979-4135

Albert Talarico Building Commissioner Director of Inspection Services

Note: If this is for multi residential units (commercial property) or mixed-use occupancy you must complete the attached sheet for each unit; (Name/Label each room: i.e., ½ bath, full bath, bedroom, kitchen, dining room, family room, living room, storage room, playroom, office, etc.)

Property Address:						
Please list all rooms on all floors of property below: Basement: Finished:Unfinished:						
Second Floor:	-					
500						
		No:				
Garage Finished:	Yes:	No:				
Notes:						