



City of Melrose

MASSACHUSETTS

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:

pbucciero@cityofmelrose.org

City Hall SYSTEMS

Welcome to **Melrose** MASSACHUSETTS

Bill Cart
Items in Cart: 0
Subtotal: \$ 0.00

Mobile View Home Select Municipality Search For Bills

1 Select Municipality 2 View My Bills 3 View My Account 4 View My Payments 5 Confirm Payment 6 View Receipt

Welcome to City Hall Systems Online Bill Payment Site

To view/pay bills or make purchases, start by selecting your state and municipality.

A non-refundable convenience fee may apply

State: Massachusetts Municipality: Melrose, MA

Click here VIEW/PAY bills or make PURCHASES.

Need help getting started?
Try our MP4 video: [What is City Hall Systems*](#)
Try our MP4 video: [How to Make an Account on City Hall Systems](#)
Try our PDF guide: [Getting Started on Our ePayment Site](#)

* Not all bill types are available to all municipalities.

City Hall Systems has partnered with your municipality to offer a quick and convenient method to view and pay their municipal bills. Please consider taking full advantage of the payment and billing features by creating your own Personal Account.

Online bill payment can be made by using your credit or debit card, or electronic check. There may be a non-refundable convenience fee associated with your use of this site. You will be advised if a fee applies, and its amount, before you complete your transaction.

Please review our [Terms and Conditions of Use](#) governing your use of this site
Use of our site is both safe and secure. Please review our [Security and Privacy Policy](#)

Payment Methods
Convenience Fees May Apply
eCheck
VISA
MasterCard
DISCOVER
American Express
Credit and Debit Cards



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Albert Talarico

Building Commissioner

Director of Inspection Services

APPLICATION FOR CERTIFICATE OF OCCUPANCY
PLEASE PRINT LEGIBLY

FEE \$115.00 _____ (*attach receipt - see payment information attached*)

Occupancy Type: Residential Single Family _____ **Multi Family** _____

Commercial _____ **Mixed Use** _____

(Please check type of occupancy)

Application Date: _____

Property Address: _____

Property Owner's Name: _____

Property Owner's Signature: _____

Name of Business (if applicable): _____

Business Owner's Name: _____

Business Owner's Signature: _____

Telephone #: _____ **Email:** _____

Please include a copy of receipt from the City Hall Systems payment site. Email complete package to pbucciero@cityofmelrose.org after emailing completed application and receipt please contact the building inspector directly to schedule your inspection – Stephen Doucet 781-979-4138 (call between 8:30 – 9:30 Mon. – Thursday) he generally does same day inspections.

Inspectional Services Approved By: _____ ***Date:*** _____



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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:** _____

First Floor: _____

Second Floor: _____

Attic: _____

Garage: _____ **Yes:** _____ **No:** _____

Garage Finished: _____ **Yes:** _____ **No:** _____

Notes: _____
