

TOWN OF BELMONT



Office of Planning & Building

Change of Use and/or Occupancy - Commercial Tenant Space

A **Building Permit is required** for any Change in Use and/or Occupancy of a commercial tenant space.

The prospective **Building Owner** may apply for the building permit **ONLY** if the permit consists of a change in use and/or occupancy that is limited to **MINOR WORK** such as painting, cleaning, or redecorating.

- All work is required to conform to the Architectural Access Board Rules and Regulations and the Massachusetts State Building Code.
- **A floor plan of the proposed use drawn to scale showing appropriate dimensions and clearances is required.**

As required by the Massachusetts State Building Code, a **Licensed Construction Supervisor** will be required to apply for the building permit for any work that is not minor in nature, including but not limited to, structural changes, changes in interior finishes, construction of partition walls, and any project with a scope that requires other permits, such as plumbing and electrical permits.

- All work is required to conform to the Architectural Access Board Rules and Regulations and the Massachusetts State Building Code.
- Supporting plans and documents shall be submitted as required.
- **The Licensed Construction Supervisor will be responsible for all aspects of the project as required by the Massachusetts State Building Code (780 CMR 110).**

As defined by the Massachusetts State Building Code, a **Registered Professional Architect or Engineer** will be required to apply for the building permit for any work that is not minor in nature occurring in a building greater than 35,000 cubic feet in volume.

- All work is required to conform to the Architectural Access Board Rules and Regulations and the Massachusetts State Building Code.
- Supporting plans and documents shall be submitted as required.
- **The Registered Professional Architect or Engineer will be responsible for all aspects of the project as required by the Massachusetts Building Code (780 CMR 116).**