

CITY OF LYNN

INSPECTIONAL SERVICES DEPARTMENT

Room 103, Lynn City Hall, Lynn, MA 01901 Tel:781-598-4000 Fax: 781-477-7031

Building Permit Application to Construct, Repair, Renovate or Demolish any Building other than a One- or Two-Family Dwelling

COMMERCIAL BUILDING PERMIT APPLICATION

Code and Other Requirements for Building Permits

The Department of Public Safety has issued these building permit application forms so that municipalities across the state can move toward use of a single permit form and consistent permit application process. The MA State Building Code specifies the requirements of building permits and the applicant is advised to review and be familiar with these requirements in order to avoid some of the common permit application problems. Likewise the applicant should be aware that some municipalities require that the owner confirm, even prior to acceptance of the building permit application, that no outstanding property taxes, water fees, etc. exist.

Filing Instructions

- 1.Please contact the city or town where the work will be done to ensure that the city or town will accept this application form and if any additional information is required, and obtain the correct mailing address. After doing so, print the application, fill in completely and then submit to the local city or town where the work will be done.
- 2.All applications shall be considered complete and will be reviewed if construction documents, specifications, fee, and other materials that may be required as indicated in the Building Permit Application are included with the application.
- 3. Please include a check for the Building Permit fee. The fee may be calculated using the information to be supplied in section 12 of the Building Permit Application. The check is to be made payable to the local city or town where the work will be done.



Name (Print)

No. and Street

The Commonwealth of Massachusetts

Department of Public Safety

Massachusetts State Building Code (780 CMR)

Building Permit Application for any Building other than a One- or Two-Family Dwelling

This Section For Official Use Only Building Permit Number: Date Applied: Building Official: Section For Official Block # and Lot # for locations for which a street address is not available		Dunamg	cimii i	ррпсис	ion for u	ny Dun	w8	, other t	iuii u Oiic	01 1 110	Tunning D	
SECTION 1: LOCATION (Please indicate Block # and Lot # for locations for which a street address is not available) No. and Street				(This	Section I	For Offici	ial Us	se Only)				
No. and Street	Building Permit N	umber:	1	Date App	olied:			Buildi	ng Official:			
SECTION 2: PROPOSED WORK Edition of MA State Code used	SECTION 1:	LOCATION (P	lease ind	icate Blo	ck # and	Lot # fo	r loca	tions fo	which a st	reet addre	ess is not av	ailable)
SECTION 2: PROPOSED WORK Edition of MA State Code used												
SECTION 2: PROPOSED WORK Edition of MA State Code used	No and Street		City of Ly				Zip C	Code	Мар	, 1	Block	Lot
Edition of MA State Code used	No. and Street		of Ly		TION 2.							
Existing Building	Edition of MA Stat	e Code used							chack all th	hat annly i	n the two re	owe below
Change of Use			1									
Are building plans and/or construction documents being supplied as part of this permit application? Yes		-	1						,			bendix 1)
SECTION 3: COMPLETE THIS SECTION IF EXISTING BUILDING UNDERGOING RENOVATION, ADDITION, OR CHANGE IN USE OR OCCUPANCY Check here if an Existing Building Investigation and Evaluation is enclosed (See 780 CMR 34)				•								
SECTION 3: COMPLETE THIS SECTION IF EXISTING BUILDING UNDERGOING RENOVATION, ADDITION, OR CHANGE IN USE OR OCCUPANCY Check here if an Existing Building Investigation and Evaluation is enclosed (See 780 CMR 34) Proposed Use Group(s):							s part	of this p	ermit appli			
SECTION 3: COMPLETE THIS SECTION IF EXISTING BUILDING UNDERGOING RENOVATION, ADDITION, OR CHANGE IN USE OR OCCUPANCY Check here if an Existing Building Investigation and Evaluation is enclosed (See 780 CMR 34) Existing Use Group(s):	•	0		eer Revi	ew requir	red?				Y	es 🗆 No	o 🗆
CHANGE IN USE OR OCCUPANCY	Brief Description of	f Proposed Wo	rk:									
CHANGE IN USE OR OCCUPANCY Check here if an Existing Building Investigation and Evaluation is enclosed (See 780 CMR 34) Existing Use Group(s):												
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Proposed Use Group(s): SECTION 4: BUILDING HEIGHT AND AREA Existing Proposed												
SECTION 4: BUILDING HEIGHT AND AREA Existing Proposed												
Existing Proposed	Existing Use Grou	o(s):						•	•	o(s):		
No. of Floors/Stories (include basement levels) & Area Per Floor (sq. ft.) Total Area (sq. ft.) and Total Height (ft.) SECTION 5: USE GROUP (Check as applicable) A: Assembly A-1 A-2 Nightclub A-3 A-4 A-5 B: Business E: Educational H-5 H-			SE	CTION 4	4: BUILD	ING HE	IGH7	Γ AND A	AREA			
Section Sect									Exis	ting	Pro	oposed
Section Sect	No. of Floors/Stor	ies (include bas	ement lev	rels) & A	rea Per Fl	oor (sa. f	ft)					
SECTION 5: USE GROUP (Check as applicable)						(54.1						1
A: Assembly A-1	Total Area (sq. ft.)	and Total Heigi										
F: Factory F-1									•		T = = 2	
			ghtclub L									
Section S-2												
Special Use: SECTION 6: CONSTRUCTION TYPE (Check as applicable) IIA			□ 1-4 □			Ц						
SECTION 6: CONSTRUCTION TYPE (Check as applicable) IIA		S-2 LI		U: Uti	lity ⊔			Special	Use ⊔ and	please des	cribe below	:
SECTION 9: PROPERTY OWNER AUTHORIZATION IIIB	Special Use:											
SECTION 7: SITE INFORMATION (refer to 780 CMR 111.0 for details on each item) Water Supply: Public □ Check if outside Flood Zone □ or indentify Zone: □ or on site system □ Trench Permit: A trench will not be required □ or trench permit is enclosed □ Security: □ or on site system □ Indicate municipal □ or on site system □ Is Structure within airport approach area? Is their review completed? Not Applicable □ SECTION 8: CONTENT OF CERTIFICATE OF OCCUPANCY Edition of Code: □ Use Group(s): □ Type of Construction: □ Occupant Load per Floor: □ Special Stipulations: □ Section 9: PROPERTY OWNER AUTHORIZATION			SECTION	N 6: CON	ISTRUCT	TION TY	(PE (C	Check as	applicable	<u> </u>		
Water Supply: Flood Zone Information: Sewage Disposal: Trench Permit: A trench will not be required □ or trench permit is enclosed □ Licensed Disposal Site or specify:	IA □ IB □]	IIA 🗖	IIB		IIIA		IIIB		7 🗖 V .	A □ V	В 🗖
Water Supply: Flood Zone Information: Sewage Disposal: A trench will not be required □ or trench or specify: Licensed Disposal Site or specify: Public □ Private □ Or indentify Zone: Indicate municipal □ or on site system □ Or on site system □ A trench will not be required □ or trench permit is enclosed □ Indicate municipal □ or on site system □ <		SECTION 7	: SITE IN	FORMA	TION (re	fer to 78	0 CM	IR 111.0	for details	on each ite	em)	
Public Check if outside Flood Zone Or indentify Zone: Indicate municipal Or on site system A trench will not be required Or trench permit is enclosed Indicate municipal Or on site system MA Historic Commission Review Process: Not Applicable Is Structure within airport approach area? Is their review completed? Or Consent to Build enclosed Yes Or No Yes No No SECTION 8: CONTENT OF CERTIFICATE OF OCCUPANCY Edition of Code: Use Group(s): Type of Construction: Occupant Load per Floor: Occupant Load per Floor: Special Stipulations: Section 9: PROPERTY OWNER AUTHORIZATION	TAT (C 1	F1 1.7	T. C.	.•	0	D.	,	Т	rench Pern	nit•	Debris I	Removal:
Public Private Check if outside Flood Zone or indentify Zone: Indicate municipal or on site system required or trench permit is enclosed or specify: required or trench permit is enclosed or specify: or						-		Λ +-		-	Licensed Dis	sposal Site
Railroad right-of-way: Hazards to Air Navigation: MA Historic Commission Review Process: Not Applicable or Consent to Build enclosed SECTION 8: CONTENT OF CERTIFICATE OF OCCUPANCY Edition of Code: Use Group(s): Type of Construction: Occupant Load per Floor: Does the building contain an Sprinkler System?: Special Stipulations: SECTION 9: PROPERTY OWNER AUTHORIZATION							•				or specify:	
Not Applicable ☐ Is Structure within airport approach area? Is their review completed? or Consent to Build enclosed ☐ Yes ☐ or No ☐ Yes ☐ No ☐ SECTION 8: CONTENT OF CERTIFICATE OF OCCUPANCY Edition of Code: Use Group(s): Type of Construction: Occupant Load per Floor: Does the building contain an Sprinkler System?: Special Stipulations: SECTION 9: PROPERTY OWNER AUTHORIZATION	Private □	or indentify Z	.cone:		or on s	site syste	m 🗆				1 7	
Not Applicable ☐ Is Structure within airport approach area? Is their review completed? or Consent to Build enclosed ☐ Yes ☐ or No ☐ Yes ☐ No ☐ SECTION 8: CONTENT OF CERTIFICATE OF OCCUPANCY Edition of Code: Use Group(s): Type of Construction: Occupant Load per Floor: Does the building contain an Sprinkler System?: Special Stipulations: SECTION 9: PROPERTY OWNER AUTHORIZATION	Railroad rig	ht-of-way:		Haza	rds to Air	Naviga	tion:		MA Hi	storic Com	nission Revie	ew Process:
or Consent to Build enclosed Yes or No SECTION 8: CONTENT OF CERTIFICATE OF OCCUPANCY Edition of Code: Use Group(s): Type of Construction: Occupant Load per Floor: Does the building contain an Sprinkler System?: Special Stipulations: SECTION 9: PROPERTY OWNER AUTHORIZATION												
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SECTION 9: PROPERTY OWNER AUTHORIZATION											.1 11001	
	Does the building											
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	ne and Address of I	Property Owner	•									

City/Town

Zip

Appendix 1

For the demolition of structures the building permit applicant shall attest that utility and other service connections are properly addressed to ensure for public safety.

Please fill in the information below and submit this appendix with the building permit application. The building permit applicant attests under the pains and penalties of perjury that the following is true and accurate.

Property Location (F	lease indicate Block	# and Lot # for locat	ions for which a	street address is	not available)
No. and Street	City	of Lynn	Zip	Name of Bu	ilding (if applicable)
For the above descri	bed property the	following action	was taken:		
Water Shut Off?	Yes \square No \square	Provider notif			Yes □ No □
Gas Shut Off? Electricity Shut Off?	Yes □ No □	Provider notif Provider notif			Yes □ No □ Yes □ No □
	Yes \square No \square	Provider notif			Yes □ No □
Other (if applicable)	Yes □ No □	Provider noting Other (if application)		ase obtained?	Yes □ No □

Appendix 2

Construction Documents are required for structures that must comply with 780 CMR 107. The checklist below is a compilation of the documents that may be required for this. The applicant shall fill out the checklist and provide the contact information of the registered professionals responsible for the documents. This appendix is to be submitted with the building permit application.

Checklist for Construction Documents*

		1	Mark "x" where applicable		
No.	Item	Submitted	Incomplete	Not Required	
1	Architectural		_		
2	Foundation				
3	Structural				
4	Fire Suppression				
5	Fire Alarm (may require repeaters)				
6	HVAC				
7	Electrical				
8	Plumbing (include local connections)				
9	Gas (Natural, Propane, Medical or other)				
10	Surveyed Site Plan (Utilities, Wetland, etc.)				
11	Specifications				
12	Structural Peer Review				
13	Structural Tests & Inspections Program				
14	Fire Protection Narrative Report				
15	Existing Building Survey/Investigation				
16	Energy Conservation Report				
17	Architectural Access Review (521 CMR)				
18	Workers Compensation Insurance				
19	Hazardous Material Mitigation Documentation				
20	Other (Specify)				
21	Other (Specify)				
22	Other (Specify)				

^{*}Āreas of Design or Construction for which plans are not complete at the time of application submittal must be identified herein. Work so identified must not be commenced until this application has been amended and the proposed construction document amendment has been approved by the authority having jurisdiction. Work started prior to approval may be subjected to *triple the original permit*

Registered Professional Contact Information

Name (Registrant)	Telephone No.	e-mail address	Registration Number
Street Address	City/Town	State Zip	Discipline Expiration Date
Name (Registrant)	Telephone No.	e-mail address	Registration Number
Street Address	City/Town	State Zip	Discipline Expiration Date
Name (Registrant)	Telephone No.	e-mail address	Registration Number
Street Address	City/Town	State Zip	Discipline Expiration Date