

# TOWN OF BELMONT



## Office of Community Development – Building Division

### Change of Use and/or Occupancy - Commercial Tenant Space

Any change in Use and/or Occupancy of a commercial tenant space requires a **Building Permit**.

The **prospective business owner** will be allowed to 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 redecoration. 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.

A **Licensed Construction Supervisor** will be required to apply for the building permit for any work not minor in nature including but not limited to, structural changes, changes in interior finishes (as required by the Massachusetts State Building Code), 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)

A **Registered Professional Architect or Engineer** will be required to apply for the building permit for any work not minor in nature occurring in a building (as defined by the Massachusetts State Building Code) 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 State Building Code.** (780 CMR 116)