



TOWN OF SAUGUS
 INSPECTIONAL SERVICES DEPARTMENT
 298 CENTRAL STREET Suite #6
 SAUGUS, MASSACHUSETTS 01906

Fred Varone
 Building Commissioner/Zoning Officer

Telephone Number 781-231-4119
 Fax Number 781-231- 4187
 E-mail: fvarone@saugus-ma.gov

Building Department

Permit # _____

Application for Building Occupancy Permit

Date _____

To the Inspector of Buildings:

The undersigned certifies that the building or structure here-after described is substantially complete and complies in every aspect with the zoning by-laws and building ordinances of the Town of Saugus, except as hereinafter stated; and hereby applies for an Occupancy Permit in accordance with section 21, of said zoning by-laws.

- Purpose of Occupancy _____
- Owner's Name _____
 Address _____
 Phone # _____
- Proposed Occupant _____
 Address _____
 Phone# _____
- Location of building: No. _____ Street _____
- New or Existing Building? _____
 Construction Permit issued? _____ Permit # _____
- New or continued Occupancy? _____
 Permits or licenses issued by other departments for Occupancy _____

State specifically and in detail any variances from the zoning by-law or building ordinances of the Town of Saugus.

Signature of Applicant

Remarks: _____



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To Whom It May Concern:

The Town of Saugus zoning by-law does not allow the display of merchandise on the exterior of the retail space you are about to occupy or presently occupy.

Also, only the signs allowed by permit are allowed. Our sign by-law is explicit any A-Frame, banner, balloon, pennant, etc. Anything that is used to attract is not allowed also any exterior promotions, tents, displays in the parking lot requiring Board of Appeals approval, by having your agent sign this notice is the only warning that you will get. All violations will be enforced by a \$200.00 fine, per violation, per day.

The Board of Appeals can issue a Special Permit for all of the above, but only after a hearing from the Board.

Sincerely,

Fred Varone
Building Commissioner/Zoning Officer

Hand Delivered

Signature

Date

Printed Name

Title