



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

*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: \_\_\_\_\_



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

Building Commissioner/Zoning Officer

Telephone Number 781-231-4119  
Fax Number 781-231-4187

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,

Building Commissioner/Zoning Officer

Hand Delivered

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title