

# Building Department



## Director

Robert Conlon  
55 Sea St  
Quincy, MA 02169

[\(617\) 376-1450](tel:(617)376-1450)

[Send an Email](#)

## Our Mission

The Inspectional Services Building Department wants your project to be a success and will help you avoid potential problems that could cost you time and money. For your convenience we have made all our permits available online which are found on the right side of this page. If there are any questions please feel free to contact any of our inspectors or office staff.

## Personnel

### Chief Building Inspector

James P. Anderson

[\(617\) 376-1464](tel:(617)376-1464)

[Send an Email](#)

### Building Inspector

Kathleen Nugent

[\(617\) 376-1458](tel:(617)376-1458)

[Send an Email](#)

### Building Inspector

Bruce W. Knapp

[\(617\) 376-1457](tel:(617)376-1457)

[Send an Email](#)

### Building Inspector

Paul Martin

[\(617\) 376-1477](tel:(617)376-1477)

[Send an Email](#)

### Building Inspector

Charlie Dong

[\(617\) 376-1468](tel:(617)376-1468)

[Send an Email](#)

### Building Inspector

Sean O'Malley

[\(617\) 376-1489](tel:(617)376-1489)

[Send an Email](#)

### Clerk

Janice Bousquet

[\(617\) 376-1412](tel:(617)376-1412)

[Send an Email](#)

### Administrative Secretary

Janice Malvesti

[\(617\) 376-1408](tel:(617)376-1408)

[Send an Email](#)

### Keeper of Records

Robert Clark

[\(617\)-376-1115](tel:(617)-376-1115)

[Send an Email](#)

To request a record, please use the [OpenGov Inspection Services Records Request Application](#).

## Online Applications

To apply for a permit online, please visit our [Online Applications List Page](#).

Note: We are now using the next generation of ViewPermit online permitting system named ViewPoint. If you are were existing ViewPermit account user, you will need to reset your password.

## Building, Zoning, and Conservation Clinics

In order to help small property owners with their construction projects, the City of Quincy Inspectional Services Department offers instructional clinics for Quincy homeowners who are interested in applying for building permits.

The clinics are held every Thursday afternoon from 2:00 PM to 4:00 PM at the Inspectional Service Department, located at the DPW Complex, 55 Sea Street. There is no fee for the clinics and no appointment is required. Homeowners will be seen on a first come first serve basis. Department staff will be available to answer questions concerning building, zoning or conservation issues. We can arrange to have an interpreter available if required.

## Helpful Forms and Checklists

Search for file name:

search here	Search
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Helpful Forms and Checklists ▾	16 documents
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Generators ▾	2 documents
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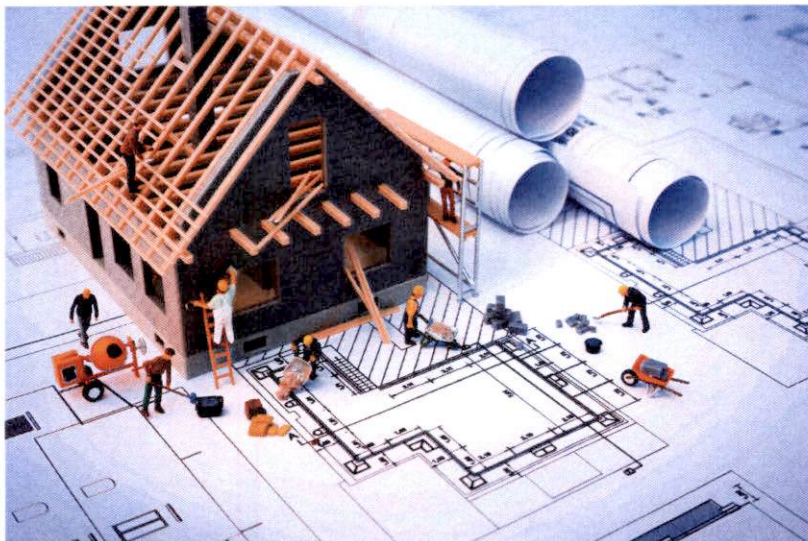
## Building Permit Application

The Inspectional Services Building Department wants your project to be a success and we are here to assist you in securing permits and providing inspections. **Please note that this application is also used for Fire Alarm and Sprinkler Permits.** If there are any questions please feel free to contact any of our inspectors or office staff. **(Please look at the WorkFlow Diagram 🗺️)**

Follow the link below for a list of helpful forms and checklists, to aide in the permit application process. A new page will open, scroll to the bottom of the page to search for the forms.

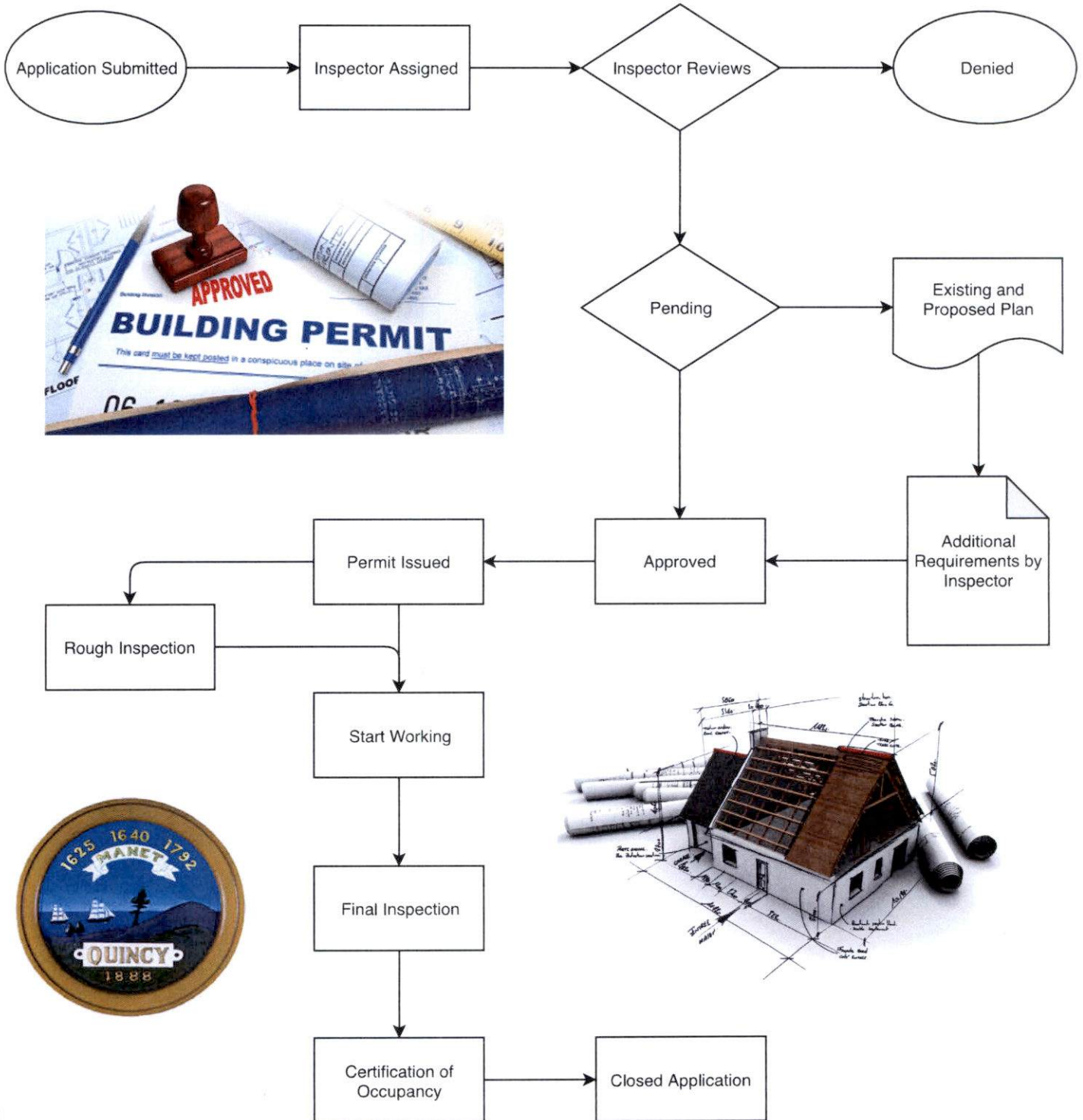
Helpful Forms and Checklists

([https://cms7.revize.com/revize/quincyma/departments/inspectional\\_services/inspectional\\_services\\_departments/building.php](https://cms7.revize.com/revize/quincyma/departments/inspectional_services/inspectional_services_departments/building.php))



[Apply Online \(/prepare\\_record/6430\)](/prepare_record/6430)

# Building Application WorkFlow



# Quincy Building Permit Fees

## 15.04.010 Schedule of fees

Single Families per \$1,000	\$12.00
Multi Family and Commercial per \$1,000 (includes Sewer Rehab)	\$22.00
Change of occupancy:	\$60.00
Demolition, Swimming Pools, Paving:	\$12.00 per \$1,000 of estimated cost
Signs:	\$12.00 per \$1,000 of estimated cost
Starting work without a permit:	Fee × 2
Zoning board of appeal petition:	\$110.00 (residential 1-2 family dwellings), \$210.00 (all others)
Zoning board of appeal legal ad:	\$150.00
Building board of appeal petition:	\$75.00
Paving License	\$50.00
Builders license:	\$100.00
a. One year renewal	\$30.00
b. Renewal after expiration (2 yr. max)	\$35.00

# City of Quincy

## CERTIFICATE OF OCCUPANCY SIGN OFF SHEET

**Applicant:**

Please obtain the signature of each department personnel (where applicable) in order to verify the completion and acceptance of your project.

Project Address \_\_\_\_\_ Permit # \_\_\_\_\_

**Approval of Department accepting completion of work in substantial conformance with plans and specifications.**

- Fire Prevention \_\_\_\_\_ Date: \_\_\_\_\_
- Fire Alarm Division \_\_\_\_\_
- Wire Department \_\_\_\_\_
- Plumbing and Gas \_\_\_\_\_
- Engineering \_\_\_\_\_
- Traffic \_\_\_\_\_
- Public Works \_\_\_\_\_
- Water and Sewer \_\_\_\_\_
- Conservation \_\_\_\_\_
- Planning/Historic \_\_\_\_\_
- Tree Warden \_\_\_\_\_

## City of Quincy Occupancy Application

Date: \_\_\_\_\_ Permit Number \_\_\_\_\_

Project Address \_\_\_\_\_

Contact person \_\_\_\_\_ Phone \_\_\_\_\_

**Please provide the following information and documents with this application. All submittals require original signatures. Please allow ten days for processing.**

- 1) Final Cost Breakdown and Affidavit of Final Cost from owner
- 2) Final completion affidavits from all design professionals and contractor
- 3) Final sign offs from all applicable city agencies.
- 4) Copy of Special Permit decision. Attach all conditions and comment letters. Applicant should provide documentation that all Special Permit conditions and special submittals have been satisfied including but not limited to:
  - a) Landscaping and lighting requirements
  - b) Recorded maintenance plans
  - c) Digital files which may have been requested by Engineering Department
  - d) Submission of any required bonds or mitigation payments
  - e) Any change, omission, or modification of the Special Permit decision must be approved.
5. Final as-built plot/site plan signed by Land Surveyor
6. Final set of as- built construction drawings reflecting all design changes if any.
7. Confirmation from owner of receipt from contractor of all energy documents pursuant to 780 CMR 1301.8.4.4
8. Material, Test, Performance and Completion Affidavits from Fire Protection Installer pursuant to NFPA 13.
9. Acceptance testing is required for all fire protection systems pursuant to 780 CMR Chapter 903.4. Please contact the building official **PRIOR** to final testing of all fire protection systems.
10. Acceptance testing is required for pressurized stairways and smoke control systems. Please contact the building inspector **PRIOR** to final testing of these systems.
11. Final approval from the Affordable Housing Trust Committee (if applicable)
12. Final Approval from Conservation Commission (if applicable)
13. Final Approval from the Historic Commission (if applicable)

Enc:

Occupancy Permit Form

Final Affidavit Forms

Final Cost Affidavit Form

Stairway Pressurization Test Guidelines(if Applicable)

Occupancy Application Package

Owners Affidavit  
of  
Final Construction Cost

I/We \_\_\_\_\_  
Do hereby depose and state under oath that I/We are the owner(s) of a certain premises in the City of Quincy, County of Norfolk, Massachusetts, known as and numbered \_\_\_\_\_

and state further that the Final Construction Cost for the project at the above referenced property is

\$ \_\_\_\_\_ Amount \_\_\_\_\_ Dollars

Owner(s)  
Name \_\_\_\_\_

Owner(s)  
Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Owner  
Signature \_\_\_\_\_

Signed under the pains and penalties of perjury.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Commonwealth of Massachusetts

Norfolk, ss  
Date \_\_\_\_\_

Then personally appeared the above  
named \_\_\_\_\_

\_\_\_\_\_ and acknowledged the foregoing instrument to be his/her free act and deed before me.

\_\_\_\_\_  
Notary Public

My commission expires \_\_\_/\_\_\_/\_\_\_





# City of Quincy

55 Sea Street Quincy, MA 02169 (617) 376-1450

Return card to Building Division for Certificate of Occupancy



# PERMIT TO BUILD

# 31909

*Example*

<b>Structure</b>
Excavation
Footing
Foundation
Framing
Mechanical
Insulation
Chimney/Smoke Chamber
Final
<b>Plumbing/Gas</b>
Rough: Plumbing <i>Nick Cross 7/24/2020</i>
Rough: Gas <i>Nick Cross 7/24/2020</i>
Final
<b>Electrical</b>
Service
Rough
Final
<b>Fire Department</b>
Preliminary
Final

Permit No. **B-19-738**

FEE PAID: \$0.00

COST OF JOB \$58000000.00

DATE ISSUED: **5/22/2019**

This certifies that **QUINCY CHESTNUT PLACE LLC**

has permission to erect, alter, or demolish a building **1 CHESTNUT PL**

Map/Lot: **1141-16-R1**

as follows: **New Construction - Mixed Use- Erect new 16 level apartment building (140 units) at shown address.**

Tenant Name: **Quincy Chesnut Place LLC**

Tenant Phone No: **(617) 847-6300**

Contractor Name: **PAUL F MCDONALD**

Contractor License No: **CS-078364**

HIC #: "Persons contracting with unregistered contractors do not have access to the guaranty fund" (as set forth in MGL c.142A).

This permit shall be deemed abandoned and invalid unless the work authorized by this permit is commenced within six months after issuance.

All work authorized by this permit shall conform to the approved application and the approved construction documents for which this permit has been granted.

All construction, alterations and changes of use of any building and structures shall be in compliance with the local zoning ordinances and codes.

**Building plans are to be available on site.  
All Permit Cards are the property of the PROPERTY OWNER.**

**Jay Duca**  
Building Official

**5/22/2019**  
Date



Commonwealth of Massachusetts

# City of Quincy

55 Sea Street Quincy, MA 02169  
(617) 376-1450

## CERTIFICATE OF OCCUPANCY

Thomas P. Koch

**Mayor**

Jay Duca

**Building Commissioner**

Permit Number: **31909**

Map/Lot #: **1141-16-R1**

Address: **1 CHESTNUT PL**

City/State: **Quincy, MA**

THIS CERTIFICATE CERTIFIES THAT THE BUILDING OR STRUCTURE LOCATED ON THE FOLLOWING PROPERTY HAS BEEN INSPECTED AND MAY BE OCCUPIED IN ACCORDANCE WITH PROVISIONS OF ARTICLE ONE OF THE MASSACHUSETTS STATE BUILDING CODE AND THE CITY OF QUINCY ZONING ORDINANCE

Description of structure for which the certificate is issued:

**Erect new 16 level apartment building (140 units) at shown address.**

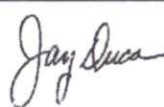
In accordance with the provision of the 780 CMR, 9th Edition Massachusetts State Building Code:

Floor	Use Group	Occupancy	Construction Type	Allowed Occupant Load
1	A-3	Fitness & Amenities	I-A	83
1	B	Leasing Office	I-A	4
Floors 2 - PH2	R-2	Apartments	I-A	140 Units/ 43 per floor
Penthouse	S-2	Mechanical/Building Systems	I-A	8

Special Stipulations and Conditions:

Sprinkler System Required?

Yes

<u>Jay Duca</u> Building Commissioner		<u>August 25, 2020</u> Date
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*Example*