



**Town of Reading**  
**16 Lowell Street**  
**Reading, MA 01867-2683**

**Community Development**  
**Phone: (781)942-6613**  
**Fax: (781)942-9071**  
**Website: www.ci.reading.ma.us**

**BUILDING DEPARTMENT**

**REQUEST FOR OCCUPANCY**

- Plumbing     Gas     Electrical     Fire Dept.     Conservation     Planning     Health
- As-Built Plans for new dwellings OR ZBA Cases

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

MAP: \_\_\_\_\_      PARCEL: \_\_\_\_\_

PERMIT# \_\_\_\_\_

May be occupied as: \_\_\_\_\_

**FEE**     \$55.     \$30.    CHECK # \_\_\_\_\_      CASH \_\_\_\_\_

OWNER/AGENT/CONTRACTOR SIGNATURE: \_\_\_\_\_

BUILDING INSPECTOR:                      SIGNATURE: \_\_\_\_\_

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DATE OCCUPANCY ISSUED: \_\_\_\_\_