



Administrative Services
Environmental & Emergency Management
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BUILDING PERMIT APPLICATION, INSPECTION, CERTIFICATE OF OCCUPANCY PROCESS

The following process is recognized as the preferred means to support Project Managers, Architects and General Contractors for securing permits, providing plan reviews and inspections for University related initiatives. See attached Building Permit Application Process Flow Chart.

A.) Project Plan Reviews by Code Officials (Building, Fire, Electrical, Plumbing, Gas, Health Dept):

For projects of significant cost or requiring a change of use for occupancy as an outcome to a project initiative, a Plan Review by officials is encouraged. Project Plan reviews during the schematic design stage allows an opportunity to share information and incorporate recommendations and input from code officials prior to proceeding with CDs (Construction Documents). Plan reviews can be scheduled through the UMass Lowell Facilities Project Manager by emailing [Richard Wood](mailto:richard_wood@uml.edu) richard_wood@uml.edu, Director of Life Safety & Emergency Preparedness and copying [Mary Recko](mailto:mary_recko@uml.edu), mary_recko@uml.edu, in the EEM Office

B.) When the project is in an UMBA owned building the UMass Lowell Facilities Project Manager will cause to be forwarded a copy of Specifications/Plans to FM Global Insurance, [ENG Boston Plan Review](mailto:ENGBostonPlanReview@fmglobal.com) (ENGBostonPlanReview@fmglobal.com) for review and comment prior to construction. [Richard Wood](#), Director of Life Safety & Emergency Preparedness to be copied on all correspondence.

- Include appropriate Index Number on correspondence/submittal
 - Tsongas Center Index: 001803.98-02
 - Inn & Conference Center Index: 009371.03-05
 - UMass Lowell Campus Index: 001803.98-01

C.) Building Permit Application Form

Commonwealth of Massachusetts Building Permit application information is available on the Department of Public Safety Web Site: www.mass.gov/dps

D.) Submitting a Building Permit Application

Building Permit Application is submitted to the [MA Department of Public Safety](#) using their new online Inspection and Permitting Portal at <https://massdpsportal.secure.force.com/>

Simultaneously, hard and electron copies of the application and permit documents must be submitted to UMass Lowell, Department of Environmental and Emergency Management, located at 220 Pawtucket St. Suite 140, Lowell, MA. 01854, Attn: [Richard Wood](#), Director of Life Safety & Emergency Preparedness.

New Construction - Documents to Accompany Building Permit Application:

- Two sets of wet Stamped Plans “Hard copy” and one electronic complete plan set as well as the accompanying specifications and applications documents below (CD, DVD, or Jump Drive) as required in 780 CMR 107
- [Initial Construction Control Form \(if applicable\)](#) 780 CMR 107.6
- MA DEP- [Construction/Demolition Notification](#), BWP AQ 06 Form
- Safeguards During Construction Plan 780 CMR 33
- Energy code assessment, for project
- Tier 1 Fire Protection Construction Documents including Fire Narrative Report relating to project 780 CMR 910.2.1.1
- Copy of G.C’s, MA. Construction Supervisor’s License
- Copy of G.C’s Liability Insurance
- Copy of Workman’s Compensation Policy
- Copy of Workers OSHA 10 hour training certificates
- Contact information of Applicant (for follow-up questions)

Existing Building - Documents to Accompany Building Permit Application:

- Two sets of wet Stamped Plans “Hard copy” and one electronic complete plan set as well as the accompanying specifications and applications documents below (CD, DVD, or Jump Drive) as required in 780 CMR 107
- [Initial Construction Control Form \(if applicable\)](#) 780 CMR 107.6
- [Existing Building Code Checklist.](#)
- MA DEP- [Construction/Demolition Notification](#), BWP AQ 06 Form
- Energy code assessment, for project scope
- Tier 1 Fire Protection Construction Documents including Fire Narrative Report relating to project scope 780 CMR 910.2.1.1
- Existing Building Investigation & Evaluation Report 780 CMR 34.101.5.4.0
- Safeguards During Construction Plan 780 CMR 34 chapter 14
- Copy of G.C’s, MA. Construction Supervisor’s License
- Copy of G.C’s Liability Insurance

- Copy of Workman’s Compensation Policy
- Copy of Workers OSHA 10 hour training certificates
- Copy of all Hoisting Licenses for workers on site
- Contact information of Applicant (for follow-up questions)

Demolition - Documents to Accompany Building Permit Application:

- One Copy of Demolition Plan “Hard copy” and electronically (CD, DVD, or Jump Drive), outlining applicable items in MA State Building Code as required in 780 CMR 3303.1
- Complete and executed [MA DPS Demolition Utility Sign-off Form](#)
- [Initial Construction Control Form \(if applicable\)](#) 780 CMR 107.6
- MA DEP- [Construction/Demolition Notification](#), BWP AQ 06 Form
- Safeguards During Construction Plan 780 CMR 34 chapter 14
- Copy of G.C’s, MA. Construction Supervisor’s License
- Copy of G.C’s Liability Insurance
- Copy of Workman’s Compensation Policy
- Copy of Workers OSHA 10 hour training certificates
- Contact information of Applicant (for follow-up questions)

EEM will forward one set for review and comment by the Lowell Fire Department, Fire Prevention Office in accordance with 780 CMR 107.1.2

E.) Issued Permits

- 1. Building Permits are forwarded via email to UMass Lowell- EEM and the Applicant by Department of Public Safety. The Building Permit must be posted on site at work area.** EEM will forward an electronic copy via email to the General Contractor (GC) and UMass Lowell Facilities Project Manager(s) to be sure it has been received once issued.
- 2. Plumbing, Gas, Electrical, Fire Protection Permits are issued direct to the Contractor.** Copies of all permits shall be forwarded via an electronic copy via email to the EEM and assigned UMass Lowell Facilities Project Manager(s). This shall be the responsibility of the General Contractor (GC).

F.) Project Inspections (Building, Fire).

1. Rough Inspections should be requested by completing and submitting the [Rough Inspection](#) Request form a minimum of 4 business days prior to inspection date requested. Submit via email using the submit button at the bottom of the form. UMass Lowell Project Manager(s) should be copied on all such requests. **Note: Sec G for Electrical, Plumbing, Gas, Health Dept Inspections**
2. After coordinating with the UMass Lowell Project Manager, the General Contractor can request a Final [Fire](#) or [Building](#) inspection by completing and submitting the appropriate request form located on the Life Safety Systems section of the EEM Web page or by contacting [Richard Wood](#), Director of Life

Safety & Emergency Preparedness via email Richard_Wood@uml.edu, Cc: Mary_Recko@uml.edu & Project Manager A minimum of 10 days prior to inspection date requested. **Note: Sec G for Electrical, Plumbing, Gas, Health Dept., & Sheet Metal Inspections.**

G.) Project Inspections Electrical, Plumbing, Gas, Health Dept., & Sheet Metal Inspections :

After coordination with the General Contractor, the appropriate Contractor must contact the

- City of Lowell Electrical Inspector's office directly to schedule electrical inspections
- City of Lowell Health Department's office directly to schedule Food Services inspections
- State Plumbing & Gas Inspector directly to schedule plumbing & gas inspections
- State Sheet Metal Inspector directly to schedule Sheet Metal inspections

NOTE: Notification of all scheduled Inspections must be made to:

- [Richard Wood](#), UMass Lowell, Director of Life Safety & Emergency Preparedness via email Richard_Wood@uml.edu, CC: Mary_Recko@uml.edu & UMass Lowell Facilities Project Manager

H.) Project Closeout Documents to Receive Occupancy Certificate:

Building Inspector: Architect/Engineer/General Contractor to provide electronic and hard copy of completely executed [Final Construction Control Documents](#) addressed to Gene Novak, MA State Building Inspector certifying the project has been completed in adherence to the general scope, specifications and provisions set forth under MGL CMR 780 8th edition and applicable sub codes.

Submit for Final Closeout and Certificate of Occupancy Issuance:

- [Final Construction Control Documents](#) from all applicable Registered Design Professionals
- Original Building Permit Card with all applicable signatures for Final Inspection signed off as well as all notes on back side of card.
- Copies of all Final Reports for Special Inspections
 - Concrete
 - Structural
 - Welding
 - Spray Fire Proofing
 - Firestopping
 - Smoke Control

- Fire Protection Systems (Copies as applicable)
 - All Installation Permits Issued
 - Sprinkler
 - Fire Alarm
 - Fire Pump
 - Kitchen Hood Suppression
 - Specialty Suppression
 - Underground Storage Tanks
 - Above Ground Storage Tanks
 - Fire Pump
 - Contractors Materials & Test Certificate for Fire Pump Systems (2010 NFPA 20:14.1.3)
 - Contractors Certificate of Flushing (2010 NFPA 20:14.1.3)
 - Manufacturer's Acceptance Test Report (2010 NFPA 20:14.2.5.4)
 - Fire Alarm
 - Executed Record of Completion (2013 NFPA 72:7.5.6)
 - Completed Verification of Compliant Installation (2013 NFPA 72:7.5.8)
 - Sprinkler
 - Contractors Materials & Test Certificate for Aboveground Piping(2010 NFPA 13:24.1)
 - Contractors Materials & Test Certificate for Underground Piping (2010 NFPA 13:10.10.1)
 - Standpipe
 - Contractors Materials & Test Certificate for Aboveground Piping(NFPA 14:11.1.3)
 - Fire Suppression System(s) Acceptance Test Report(s)
 - Kitchen Hood Suppression Acceptance Report (2013 NFPA 17A:6.4.10.3)
 - CO₂ Suppression Acceptance Test Report (2011 NFPA 12:4.4.3)
 - Clean Agent Suppression Acceptance Test Report (2012 NFPA 1001:7.1.27)
 - Passive Fire Protection System Acceptance Report
- Plumbing & Gas Systems (Copies as applicable)
 - Permits Issued
 - Chlorination Report
 - DPS Boiler & Pressure Vessel Certificates of Inspection
 - Sewer Discharge Permit
 - Manufacturers Startup Reports for Equipment
 - Plumbing Balancing Report

- Electrical Systems (Copies as applicable)
 - Permit(s) issued
 - Emergency Generator Startup/Acceptance Report
- Elevator (Copies as applicable)
 - Installation Permits
 - DPS Elevator Certificates
- HVAC
 - Sheet Metal Installation Permits
 - Balancing Report

Submit Hard Copy and Electronic Copies (CD, DVD, or Jump Drive) to:

Richard Wood, Director Life Safety & Emergency Preparedness
UMass Lowell-EEM,
220 Pawtucket Street, Suite 140
Lowell MA 01854

- **Certificate of Occupancy will be issued by the DPS Building Inspector to EEM, who will copy and forward to the UMass Lowell Project Manager(s) and the General Contractor.**

Any questions or Information regarding this process can be directed to

Richard Wood, Director
Office of Life Safety & Emergency Preparedness
Office 978-934-2618
Richard_wood@uml.edu



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Building Permit Contacts

The following are primary code officials' contact information as to support Project Managers, Architects and General Contractors for University related project initiatives.

- A) State Building Inspector, [Gene Novak](#), cell 617-590-3943
- B) State Plumbing and Gas Inspector, [Scott Padden](#), cell 617-719-2571
- C) State Sheet Metal Inspector, [Frank Polese](#), 617-727-9961
- D) City of [Lowell Fire Prevention Office](#) 978-459-5554
- E) City of Lowell Electrical Inspector, [Douglas Collupy](#), Office 978-674-4144
- F) Food Service Licenses, City of Lowell Development Office, 978-674-4144
- G) UMass Lowell Building Permit Processing/Information
[Richard Wood](#), Director Life Safety & EM Preparedness, EEM, 978-934-2583
- H) UMass Lowell Director of Projects,
[Jean Robinson](#), Office of Project Management 978-934-4545
- I) UMass Lowell Environmental Assessment information,
[Glenn MacDonald](#), A. Director EHS, Office of EEM 978-934-2632
- J) UMass Lowell Facilities Information MEP & HVAC.
[Randy Branson](#), Office of Facilities 978-934-2606
- K) UMass Lowell Police Dispatch. 978-934-2394 EMERGENCY 978-934-4911

Any questions or Information regarding this process can be directed to Richard Wood, UMass Lowell, EEM Department, 220 Pawtucket Street, Suite 140 Lowell, MA, 01854. Office 978-934-2618 or email Richard Wood Richard_wood@uml.edu & UMass Lowell Facilities Project Manager