



TOWN OF MERRIMAC INSPECTIONAL SERVICES

2 School Street Merrimac, MA 01860
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CONDOMINIUM CONVERSION

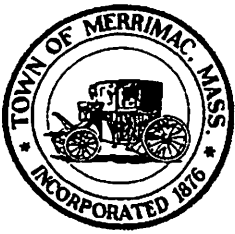
This handout provides instructions on converting an existing, legally established, two-family dwelling, or an existing multi-family residential structure into condominium dwelling units. Persons contemplating the conversion of their residential property into condominium dwelling units shall use the **Application for Condominium Conversion**, available from Inspectional Services Department. The property owner (aka: Applicant) must complete the following steps before the application can be submitted for review and approval. Note that each utility will determine the service and connection fee(s) necessary for the proposed conversion.

- 1) You must submit two sets of professionally prepared floor plans for the entire structure. Rooms, common areas, and egress being properly identified; dimensions and area calculations noted for each unit.
- 2) Verify the legal property address for all the dwelling units with the Merrimac Assessors office. The correct corresponding address shall be indicated on the submittal plans and on the *Application for Condominium Conversion*.
- 3) You must submit a professionally prepared and sealed property site plan. Said plan shall indicate location and size of required parking spaces, common areas, accessory buildings and any easements that may apply.
- 4) Next, take both plan sets to the Merrimac Fire Department for their review stamp.
- 5) On the Condominium Conversion *Utility Service Authorization Signoff Sheet*, Applicant shall obtain approval signatures from the Merrimac Light and Water Departments.
- 6) On the Condominium Conversion *Utility Service Authorization Signoff Sheet* Applicant shall obtain approval signature from Merrimac Sewer Department and/or Merrimac Board of Health as applicable.
- 7) Submit the entire package to Inspectional Services for review and approval.

In many cases, the dwelling being converted is decades old, constructed long before the current building code or zoning bylaw was adopted. The condominium ownership document explains specific concerns and is prepared under the direction of your attorney. Subject to necessary inspections, the "existing condition" may be allowed with noted exceptions.

- 1) Means of egress shall be safe and unrestricted. Each dwelling unit must have two means of proper egress exit to grade.
- 2) Any remodeling and/or structural deficiencies needing correction require a Building Permit BEFORE the work begins. Any wiring, plumbing, and gas work necessary must be separately permitted BEFORE the work begins.
- 3) Smoke detector and carbon monoxide alarms shall be inspected and approved by both the Wiring Inspector and the Merrimac Fire Department (separate fees apply).
- 4) When all permitted work has been successfully completed and inspected, each dwelling unit shall be made broom clean and ready for final occupancy inspection. When approved, a *Certificate of Condominium Occupancy* shall be issued for each dwelling unit. See Building Permit Fee Schedule for applicable charges.

You may call Inspectional Services Department if you have further questions.



TOWN OF MERRIMAC, MASSACHUSETTS
INSPECTIONAL SERVICES DEPARTMENT

**APPLICATION FOR
CONDOMINIUM CONVERSION**

Received: _____
Reviewed: _____

This application shall be used to convert an existing, legally established, two-family dwelling, or an existing multi-family residential structure into condominium dwelling units. Persons contemplating the conversion of their residential property into condominium dwelling units shall use this **Application for Condominium Conversion**. The property owner of record (Applicant) must submit this completed application and other required documents to Inspectional Services Department for review and authorization. Separate building, wiring, plumbing, and gas permits may be required to obtain a Certificate of Condominium Occupancy for units. See "Condominium Conversion" handout for additional instructions.

Property Information:

(Please Print Clearly)

Street Address _____
NOTE: Verify each unit address with Assessors Office _____

Property Dimensions Lot Area (SF): _____ Frontage (FT): _____		Zoning District: _____	
Assessors Map & Parcel Number: Map: _____ Parcel Number: _____		Water Supply (M.G.L. c.40, § 54): <input type="checkbox"/> Public <input type="checkbox"/> Private	Sewage Disposal System: <input type="checkbox"/> Municipal <input type="checkbox"/> On site system

Tax Collectors Office
Taxes are current (M.G.L. c.40, § 57): _____

Property Owner of Record

- Name _____
- Address _____
- City, State, ZIP _____
- Contact Info: _____

Signature of Property Owner (Applicant): _____ Date _____

Utility Service Authorization Signoff Sheet:

Merrimac Light Department
Authorized Signature: _____ Date: _____
Service Notes: _____

Merrimac Water Department
Authorized Signature: _____ Date: _____
Service Notes: _____

Merrimac Sewer Department
Authorized Signature: _____ Date: _____
Service Notes: _____

Merrimac Board of Health
Authorized Signature: _____ Date: _____
Service Notes: _____