

## Building Inspections - 40 Waterville Street - Change of Use Application

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**From:** Ann Machado  
**To:** Building Inspections  
**Date:** 7/17/2015 1:46 PM  
**Subject:** 40 Waterville Street - Change of Use Application  
**CC:** J.R. McGowan  
**Attachments:** Change of Use application.pdf; Exhibit A - Scope of Work Specifications.pdf; Email from J.R. with the cost of work.pdf

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J.R. McGowan has been working with the owner & property manager to bring this building into compliance. At this point the application is incomplete. Besides being a change of use, there is both interior and exterior work that needs to be done to bring the building up to code. I have scanned the application and attached the scope of work for the permit. J.R. will be providing a plot plan and floor plans. A structural engineer will also be providing structural plans. I have attached the email from J.R. regarding the cost of work.

Can you please create the permit in Urban Insight today and send the applicant the invoice so that it can be paid. Then I will put the status as info needed for zoning until we get the rest of the plans.

See me with any question.

Thanks.

Ann