

# BULLETIN

## Permitting Tips

(09/2014)

**This bulletin is to make you aware of issues that have been identified by the City or other retailers and suggest Tenant's architect and engineer pursue further as it relates to Tenant's contract documents.**

- For additional information regarding City and Health Department websites and other permitting information contact them directly at the following web sites:

[http://www.saugus-ma.gov/Pages/SaugusMA\\_IS/index](http://www.saugus-ma.gov/Pages/SaugusMA_IS/index)

[http://www.saugus-ma.gov/Pages/SaugusMA\\_health/index](http://www.saugus-ma.gov/Pages/SaugusMA_health/index)

- Permitting time is approximately 3 – 4 weeks
- Plans can be submitted simultaneously to the Building Department and Fire Department for review.
- Permit affidavit is required from the landlord as part of the permit process.