

Administrative Services  
Environmental & Emergency Management  
220 Pawtucket Street Suite 140  
Lowell, MA 01854  
Email: [Richard\\_Wood@uml.edu](mailto:Richard_Wood@uml.edu)

Richard Wood, Director  
Life Safety & Emergency Preparedness  
Phone: (978)9342583  
Cell: (978) 9353774  
Fax: (978) 9344018







x FireProtection Systems (Copies as applicable)

x

- x Electrical System (Copies as applicable)
  - x Permit(s) issued
  - x Emergency Generator Startup/Acceptance Report
- x Elevator (Copies as applicable)
  - x Installation Permits
  - x DPSElevatorCertificates
- x HVAC
  - x Sheet Metal Installation Permits
  - x Balancing Report

Submit Hard Copy and Electronic Copies (CD, DVD, or Jump Drive):  
Richard Wood, Director Life Safety & Emergency Preparedness  
UMass Lowell EEM  
220 Pawtucket Street Suite 140  
Lowell MA 0184

- x Certificate of Occupancy will be issued by the DPSE 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 official 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, 617-719-2571
- C) State Sheet Metal Inspector, Frank Pojes, 617-727-9961
- D) City of Lowell Fire Prevention Office, 978-459-5554
- E) City of Lowell Electrical Inspector, Douglas Collup, Office 978-674-4144
- F) Food Service License City of Lowell Development Office, 978-674-4144
- G) UMass Lowell Building Permit Processing/Information  
Richard Wood, Director Life Safety & EM Preparedness, 978-934-2583
- H) UMass Lowell Director of Projects,  
Jean Robins, Office of Project Management, 978-934-4455