

**Gloucester Licensing Board**

City Hall Annex  
3 Pond Road  
Gloucester, MA 01930



Phone: 978-325-5281

[lboard@gloucester-ma.gov](mailto:lboard@gloucester-ma.gov)

**LICENSE INSPECTION SIGN OFF SHEET**

The applicant is required to obtain the necessary signatures from the Inspectors prior to submitting an application to the Licensing Board.

To expedite the inspection process, this sheet must be used for sign-off by inspection agents when the inspection is complete and the premise is ready for occupancy. **It must submitted with the application to the Licensing Board.** The Licensing Board will issue the license upon submission of this sign-off sheet with the Three (3) inspectors' signatures affixed. At his or her discretion an inspector may prefer to file a written report rather than the sign-off sheet.

ESTABLISHMENT NAME:	ADDRESS:
REASON FOR INSPECTION: <b>Annual</b>	

**BUILDING INSPECTOR – 978-325-5210**

Signature:
Date:

**WIRING INSPECTOR – 978-325-5210**

Signature:
Date:

**FIRE INSPECTOR – 978-282-3024**

Signature:
Date:

- PLEASE NOTE THAT THE HEALTH DEPARTMENT WILL BE CONDUCTING THEIR OWN INSPECTIONS AND WILL NOT BE INSPECTION ON THE SAME SCHEDULE AS THE ABOVE DEPARTMENTS.
- YOU WILL NEED TO SUBMIT A COPY OF YOUR FOOD ESTABLISHMENT PERMIT WITH YOUR COMMON VICTUALLER APPLICATION AS PROOF THAT YOU ARE UP TO DATE ON YOUR PERMITS FOR THE HEALTH DEPARTMENT.