



TOWN OF WINTHROP

BUILDING DEPARTMENT

OFFICE OF THE BUILDING COMMISSIONER/ INSPECTOR

JAMES SOPER/ COMMISSIONER
Town Hall, 1 Metcalf Square, Winthrop, MA 02152
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REQUIREMENTS FOR CONDOMINIUM CONVERSION

1. Three (3) copies of the condo documents which include the trust and the deed.
2. Condo fee of \$250 per unit and Certificate of Occupancy fee of \$100 per unit
3. An electrical meter for each unit as well as a separate meter for the common areas.
4. An up to date smoke detector system.
5. A walk through inspection by the Building Inspector and Fire Inspector.
6. Issuance of a Certificate of Occupancy for each unit.