



**TOWN OF WINTHROP**

**BUILDING DEPARTMENT**

**OFFICE OF THE BUILDING COMMISSIONER/ INSPECTOR**

JAMES SOPER/ COMMISSIONER  
Town Hall, 1 Metcalf Square, Winthrop, MA 02152  
Tel (617) 846-4344, Fax (617) 539-5826, Email jsoper@town.winthrop.ma.us

**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.