



The Commonwealth of Massachusetts
Town of East Longmeadow
Building Department

60 Center Square East Longmeadow, Massachusetts 01028 – (413) 525-5400 Ext 1150

APPLICATION FOR CERTIFICATE OF INSPECTION

() FEE REQUIRED \$ _____

Certificate of Inspection Fee- \$75.00 (Per Certificate)

In accordance with Section 110.7 of the Massachusetts State Building Code 9th edition, I hereby apply for a Certificate of Inspection for the below named premises located at the following address:

Applicant Name: _____ Email Address: _____

Address: _____ Phone number: _____

Emergency Contact Information

Name: _____ Title: _____

Phone Number: _____ Email Address: _____

Business Name and Address: _____

Building/ Premises Use: _____

Number of Floor Levels/ Stories: _____ Maximum Occupant Load: _____

Does the building contain a basement? _____ If yes, is it used or occupied by operators or employees of the business/facility for anything other than mechanical systems maintenance or miscellaneous storage? _____

Building Features

Please indicate if the building has any of the following safety systems or equipment:

Fire suppression/sprinkler system: Yes___ No___ Maybe___ Fire alarm system: Yes___ No___ Maybe___

Emergency lights: Yes___ No___ Maybe___ Emergency generator/power backup system: Yes___ No___ Maybe___

Portable fire extinguishers: Yes___ No___ Maybe___ Kitchen hood fire suppression system: Yes___ No___ Maybe___

*Please have available at time of inspection, copies of the most recent test reports and service invoices for all safety systems and equipment features on the premises or in the building.

Code Compliance:

All applicable building codes? Yes___ No___ Maybe___

State Sanitary Chapter II (105 CMR 410.000) *see Health Department * Yes___ No___ Maybe___

All applicable local regulations? Yes___ No___ Maybe___

Applicants Signature: _____

TOWN OF EAST LONGMEADOW

Building Department- 60 Center Square East Longmeadow, MA 01028

Phone: (413) 525-5400 Ext 1150

Certificate of Inspections:

Prior to scheduling with the building official for a certificate of inspection, it is suggested that the property manager or other authorized personal insure that the following key requirements are verified;

- 1) A copy of the latest 90 minute emergency lighting test for lighting and exit signs. (All of the egress lighting and exit signs when not connected to emergency generator, have working battery backup.) Required test report- NFPA
- 2) A copy of the latest Fire extinguisher inspection report (or copy of invoice)
- 3) A copy of the latest Fire sprinkler test report*
- 4) A copy of the latest standby pipe test report*
- 5) A copy of the latest annual fire alarm test report*
- 6) A copy of the latest kitchen hood suppression system test report*
- 7) A copy of the latest generator test report*
- 8) A copy of the latest exterior stair/ balcony/ fire escape 5 year certificate*
- 9) Place of Assembly Posting. A placard suitably designed in contrasting colors and approved by the building official, shall be posted by the owner in every room where practicable of every building and structure and part thereof designed for use as a place of public assembly (A-Use Groups). Said placard shall designate all of the occupant loads approved for each configuration within each room or space.
- 10) Required Egress Posting. A suitably designed placard, approved by the building official shall be posted by the owner on all floors of every building and structure.

*Where applicable

Having these documents available will reduce the time necessary for the on-site evaluation of your facility.

If you have any questions concerning the inspection or items on the list, please contact the Building Department.

If any of these items are incomplete causing the inspector to return at a later date, a re-inspection fee shall be paid prior to scheduling a re-inspection.

The Building Official shall be notified within ten (10) days of any change in the above information.